



**VILLAGE OF WAUCONDA  
REGULAR VILLAGE BOARD MEETING  
101 N. MAIN STREET, WAUCONDA, IL**

**TUESDAY, APRIL 5, 2016  
7:00 P.M.**

**AGENDA**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. RECOGNITION**
  - A. Eagle Scout Recognition
- 5. PUBLIC COMMENT:** *Citizens wishing to address the Village Board on any topic of Village business may do so during the public comment section near the beginning of the agenda after requesting to speak by providing name, address, and contact information on the sign-in form near the entrance to the Board room. Citizens wishing to address the public body on any specific item that appears under new business on the agenda will have an opportunity to do so when that agenda item is under consideration if they have requested to address the Board on the topic by completing the sign-in form located near the entrance to the Board Room prior to the start of the meeting. Please keep remarks concise. Individual speakers will be limited to three minutes. All audience participation must be recognized by the Mayor including questions to other Board members, staff or petitioners. When there is a controversial issue or large group present, the Mayor may limit the total amount of time allocated to those who want to speak and all who speak are asked to comply with the established time limit.*
- 6. APPROVAL OF AGENDA**  
*(Last Ordinance No. was 2016-O-16) (Last Resolution No. was 2016-R-02)*
- 7. MOTION TO APPROVE CONSIDERATION OF CONSENT AGENDA BY OMNIBUS VOTE**
- 8. CONSENT AGENDA**
  - A. Bills for Payment from March 9, 2016 through March 29, 2016 in the Amount of \$368,433.33 (Pgs. 3-39)
  - B. Minutes of the May 19, 2015 Regular Village Board Meeting (Pgs. 40-43)
  - C. Minutes of the March 15, 2016 Regular Village Board Meeting (Pgs. 44-47)
  - D. Approval of a Contract with Melrose Pyrotechnics, Inc. in the Amount of \$21,000 for the Provision of a Pyrotechnical Display on July 3, 2016 (Pgs. 48-49)
  - E. Approval of an Ordinance and Intergovernmental Agreement on the Housing of Overnight Detainees (Pgs. 50-79)
- 9. MOTION TO APPROVE ITEMS A THROUGH E ON THE CONSENT AGENDA**
- 10. OLD BUSINESS**
  - A. Consideration and Approval of a Resolution Designating Community Events Under the Special Events Policy (Pgs. 80-84)
- 11. NEW BUSINESS**
  - A. (Action) Acceptance of the Bonner Road Sanitary Sewer Extension Installed by Berger Excavating (Pg. 85)

- B. (Action) Consideration and Approval of an Ordinance Amending Table 2 of Section 155.023 Regarding Lot Area, Yard and Bulk Requirements of the Zoning Regulations for the Village of Wauconda (Pgs. 86-95)
- C. (Action) Award of Contract to Homer Tree Care, Inc. in an Amount not-to-exceed \$13,600 for the 2016 Curbside Brush Collection Program (Pgs. 96-98)
- D. (Action) Waiving of the Bid Process and Award of a Three-Year Contract to Eric's Lawn Maintenance, Inc. of Wauconda at the Same Unit Prices as the Prior Contract (Pgs. 99-103)
- E. (Discussion and Action) 1. Introduction of Fiscal Year 2016/17 Budget and Five-Year Capital Improvements Plan and 2) Authorization to Proceed with Personnel Requests for the Police Department (Pgs. 104-105)

**12. MAYOR'S REPORT**

**13. COMMITTEE REPORTS & TRUSTEE COMMENTS**

**14. STATE OF THE VILLAGE**

**15. ADJOURNMENT**

*Posted 4/1/2016*

*The Mayor and Board of Trustees welcome you to the "Regular Village Board Meeting". These meetings take place the first and third Tuesday of every month. During Regular Board meetings, a consent agenda is presented to the Board for a vote. All items under the consent agenda are considered to be settled and will be enacted by one motion. There will be no additional discussion of these items unless there is a request by a Board member.*

*The documents provided with the Board Meeting agenda are for informational purposes only. Until or unless the Village Board votes on a matter contained on the agenda, the matter is not final.*



Accounts Payable Period: 3/9/16 - 3/29/16

**The President and Board of Trustees of the Village of Wauconda approves Warrant, as stated below and authorizes the Village Treasurer to forward payment this 5th day of April, 2016.**

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Clerk

### RECAPITULATION

**Manual Checks and ACH Payments**

<u>Vendor</u>	<u>Fund</u>	<u>Description</u>	<u>Amount</u>	<u>CK NO.</u>
Libertyville Bank & Trust		911 Center, WWTP, Vac Truck, P.D. Cars		
		2013 (1), Dump/Flow Truck	-	ACH
	General Fund		3,455.56	
	G/F Restricted		726.77	
	W/S Fund		4,300.44	
	W/S Restricted		9,760.72	
	General Fund			
	General Fund			
	W/S Fund			
	General Fund			
	Tort Fund			
	General Fund			

**Total Combined Fund**

\$ 18,243.49

**Village Accounts Payable**

General Fund	\$151,477.97	General Fund Restricted	
Water Sewer Fund	\$125,265.39	Depreciation	
TIF	\$385.00	EQ Fund	
Lake Michigan Water	\$10,554.82	Tort Fund	\$18,307.00
Audit Fund		Marine Fund	
Motor Fuel Fund	\$44,199.66		
<b>Total Automated AP</b>			\$350,189.84

**TOTAL ACCOUNTS PAYABLE**

\$368,433.33

Gross Payroll 3/18/16      \$224,221.22  
Gross Payroll 4/1/16      \$225,188.22

# Accounts Payable

## Checks by Date - Summary by Check Date

User: coconnor  
Printed: 3/31/2016 10:39 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
83506	MRUFLAOF	Magna, Rudolph F. Law Office Of	04/05/2016	1,155.00
83507	RHMGENG	RHMG Engineers, Inc	04/05/2016	9,399.82
85202	ABEEP	A Beep LLC	04/05/2016	140.00
85203	ACEHARD	Ace Hardware	04/05/2016	230.25
85204	AIMSUPPL	AIM Supply Co.	04/05/2016	10.00
85205	BAXTERWC	Baxter and Woodman	04/05/2016	1,198.58
85206	BERRYTIR	Berry Tire & Auto	04/05/2016	264.70
85207	CACITELL	C. Acitelli Heating & Piping	04/05/2016	1,013.56
85208	CAHILLHE	Cahill Heating, Air, & Electric Service Inc,	04/05/2016	935.00
85209	CALLONE2	Call One Inc	04/05/2016	461.80
85210	CAMPBRO	Campbell, Rolf C. & Associates	04/05/2016	632.50
85211	CARROTOP	Carrot-Top Industries	04/05/2016	74.31
85212	CIVICPLU	Civic Plus	04/05/2016	8,235.91
85213	CMRBENEF	CMR Benefits Group, Inc.	04/05/2016	3,270.00
85214	CAROSELL	Heather Cognac	04/05/2016	48.24
85215	COLLDUPA	College of DuPage - Accounts Receivable	04/05/2016	675.00
85216	COMCAST3	Comcast Business	04/05/2016	293.56
85217	COMCAST1	Comcast Cable	04/05/2016	511.54
85218	COMCASTC	Comcast Cable	04/05/2016	774.88
85219	COMED3	ComEd	04/05/2016	10,751.62
85220	COMPASSM	Compass Minerals	04/05/2016	41,556.81
85221	CONSF SIN	Conserv FS, Inc	04/05/2016	362.16
85222	CURALINC	CuraLinc, LLC	04/05/2016	144.00
85223	CURRENT	Current Technologies Corporation	04/05/2016	8,006.00
85224	CUTLWORK	Cutler Workwear	04/05/2016	210.53
85225	DAILYHER	Daily Herald	04/05/2016	85.00
85226	DOWEANFA	Don's Welding And Fabricating	04/05/2016	76.00
85227	DYNEGY	Dynegy Energy Services	04/05/2016	26,487.37
85228	EDERCASE	Eder, Casella and Company	04/05/2016	2,512.50
85229	ENERGENE	Energenecs, Inc	04/05/2016	1,418.19
85230	EVERB	EverBank Commercial Finance, Inc.	04/05/2016	866.74
85231	FJODOCO	Foreman, Joseph D. & Company	04/05/2016	566.60
85232	G&S Safe	G&S Safety Products	04/05/2016	1,077.00
85233	GALLS, L	GALLS, LLC	04/05/2016	383.42
85234	GEDDEMAF	Mark Gedde	04/05/2016	478.50
85235	GEWALTHA	Gewalt Hamilton Associates, Inc	04/05/2016	546.00
85236	GORDOFLE	Gordon Flesch Co., Inc.	04/05/2016	963.52
85237	GOVTEMPS	Gov Temps USA LLC	04/05/2016	4,305.00
85238	GRAIWIN	Grainger, W.W. Inc.	04/05/2016	699.75
85239	GREATLAK	Great Lakes Elevator Service, Inc	04/05/2016	126.00
85240	HOMALAAI	Alise Homola	04/05/2016	71.76
85241	HYDRCHCC	Hydrite Chemical Company	04/05/2016	3,311.60
85242	ILLIDREN	Illinois Drug Enforcement	04/05/2016	260.00
85243	ILJUOFAS	Illinois Juvenile Officers Assoc	04/05/2016	275.00
85244	ILPUBRK	IPRF Illinois Public Risk Fund	04/05/2016	18,307.00
85245	JGUNIFOR	J.G. Uniforms, Inc.	04/05/2016	1,723.45
85246	KONICMIN	Konica Minolta Premier Finance	04/05/2016	270.88

Check No	Vendor No	Vendor Name	Check Date	Check Amount
85247	LACOUOF	Lake County Juvenile Officers	04/05/2016	200.00
85248	LAKE COU	Lake County Reserve Deputies	04/05/2016	1,000.00
85249	LKCOUTTR	Lake County Treasurer	04/05/2016	1,407.60
85250	LECHNAND	Lechner and Sons Uniform Rental	04/05/2016	51.27
85251	LEEAUTOW	Bumper to Bumper Lee Auto Wauconda	04/05/2016	282.32
85252	MRUFLAOF	Magna, Rudolph F. Law Office Of	04/05/2016	21,569.50
85253	MASTEAUT	Master Auto Repair Clinic Inc.	04/05/2016	141.66
85254	MCHEANW	McHenry Analytical Water	04/05/2016	405.00
85255	MENALAKE	Menards-Fox Lake	04/05/2016	766.39
85256	MAMWOFW	Mid American Water Of Wauconda	04/05/2016	33,474.39
85257	MIDDLETO	Middletons on Main	04/05/2016	8,538.38
85258	MIKETOIN	Mike's Towing, Inc.	04/05/2016	2,998.07
85259	MILLECHR	Christopher Miller	04/05/2016	42.50
85260	MYFLEET	MYFLEETCENTER.COM	04/05/2016	94.20
85261	N & M	N & M Transfer Co, Inc.	04/05/2016	89.36
85262	NALCOCRO	NALCO Crossbow Water	04/05/2016	243.71
85263	NICOR3	Nicor	04/05/2016	1,740.94
85264	NSISOLUT	NSI Lab Solutions, Inc.	04/05/2016	291.00
85265	ORACON	O'Herron, Ray Co., Inc.	04/05/2016	180.74
85266	OFFIDEPO	Office Depot	04/05/2016	1,538.21
85267	PFLBA	P.S. Flowers & Balloons	04/05/2016	191.15
85268	PARTNTEK	Partner Tek, Inc.	04/05/2016	879.65
85269	PPFCO	Pettibone, P. F. & Company	04/05/2016	100.50
85270	PCAPODE	Petty Cash - Police Department	04/05/2016	97.07
85271	POLYDYNE	Polydyne Inc.	04/05/2016	1,008.00
85272	POMPS	Pomp's Tire Service	04/05/2016	1,570.40
85273	QUILLCOM	Quill Corporation	04/05/2016	81.43
85274	RADIBUCO	Radicom Business Communications	04/05/2016	180.00
85275	RAYBOSH	Ray's Body Shop	04/05/2016	459.70
85276	REDWINGS	Red Wing Shoe Store	04/05/2016	600.00
85277	RHMGengi	RHMG Engineers, Inc	04/05/2016	19,201.93
85278	ROCKENBA	Rockenbach Enterprises Inc	04/05/2016	720.00
85279	ROMERBAF	Bart Romero	04/05/2016	7.60
85280	ROSENMUR	Rosental, Murphey, Coblenz & Donahue	04/05/2016	395.83
85281	RUSSOPOW	Russo Power Equipment	04/05/2016	549.47
85282	SCHMIENG	Schmidt Engineering Inc.	04/05/2016	500.00
85283	SECROFS1	Secretary Of State	04/05/2016	95.00
85284	SECROFS1	Secretary Of State	04/05/2016	95.00
85285	SICALCOL	Sicalco Ltd.	04/05/2016	2,642.85
85286	SALOPAIN	Spring Align Of Palatine, Inc.	04/05/2016	366.49
85287	APRNGBRO	Accela, Inc #774375 Springbrook	04/05/2016	17,571.56
85288	STANINSU	Standard Insurance Company	04/05/2016	990.35
85289	STRANCRI	Rich Stranc	04/05/2016	600.00
85290	SUNLIFIN	Sun Life Financial	04/05/2016	5,837.18
85291	TINDTRCO	T.O.P.S. In Dog Training Corp.	04/05/2016	372.00
85292	THEUPSST	The UPS Store	04/05/2016	14.22
85293	THIBAJOH	John Thibault	04/05/2016	25.66
85294	THOMELIN	Thompson Elevator Inspection	04/05/2016	104.00
85295	TODAYUNI	Today's Uniforms	04/05/2016	359.19
85296	TONIGANH	Law Offices of Hon.Henry Tonigan	04/05/2016	510.00
85297	TROJANUV	Trojan UV	04/05/2016	727.62
85298	USBANCOR	U.S. Bank Equipment Finance, Inc	04/05/2016	295.82
85299	ULINE	ULINE	04/05/2016	618.60
85300	UNITEDH	United Health Care	04/05/2016	54,946.63
85301	USABLBO	USA Blue Book	04/05/2016	177.80
85302	VERIZONW	Verizon Wireless	04/05/2016	2,159.97
85303	WATEENFE	Water Environment Federation	04/05/2016	288.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
85304	WAUCCAW/	Wauconda Car Wash	04/05/2016	183.95
85305	WASCDI#1	Wauconda School District #118	04/05/2016	4,442.93
Total for 4/5/2016:				350,189.84
Report Total (106 checks):				350,189.84

# Accounts Payable

## Transactions by Account

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Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
10-00-1250	Standard Insurance Company	Employee Insurance - Age Band Adj	04/05/2016	85288	-26.62	
		Vendor Subtotal for Dept:00			-26.62	
10-00-1380	Sun Life Financial	Employee Dental Insurance	04/05/2016	85290	450.08	
10-00-1380	Sun Life Financial	Employee Dental Insurance - Bender c	04/05/2016	85290	-13.50	
10-00-1380	Sun Life Financial	Employee Dental Insurance - Baxter c	04/05/2016	85290	-13.50	
		Vendor Subtotal for Dept:00			423.08	
10-00-1380	United Health Care	Employee Health Insurance	04/05/2016	85300	4,193.14	
10-00-1380	United Health Care	Employee Health Insurance - Bender F	04/05/2016	85300	-156.97	
10-00-1380	United Health Care	Employee Health Insurance - Baxter F	04/05/2016	85300	-124.77	
		Vendor Subtotal for Dept:00			3,911.40	
10-00-1381	United Health Care	Employee Health Insurance - April 20	04/05/2016	85300	376.52	
10-00-1381	United Health Care	Employee Health Insurance - April 20	04/05/2016	85300	443.21	
10-00-1381	United Health Care	Employee Health Insurance - April 20	04/05/2016	85300	443.21	
10-00-1381	United Health Care	Employee Health Insurance - April 20	04/05/2016	85300	443.21	
		Vendor Subtotal for Dept:00			1,706.15	
10-10-3990	P.S. Flowers & Balloons	Funeral Floral Arrangements from Ma	04/05/2016	85267	191.15	
		Vendor Subtotal for Dept:10			191.15	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
10-10-4310	Standard Insurance Company	Employee Insurance	04/05/2016	85288	61.20	
		Vendor Subtotal for Dept:10			61.20	
10-10-4310	Sun Life Financial	Employee Dental Insurance	04/05/2016	85290	283.64	
10-10-4310	Sun Life Financial	Employee Dental Insurance - Carpenter	04/05/2016	85290	24.04	
		Vendor Subtotal for Dept:10			307.68	
10-10-4310	United Health Care	Employee Health Insurance	04/05/2016	85300	2,746.91	
10-10-4310	United Health Care	Employee Health Insurance - April 20	04/05/2016	85300	926.23	
		Vendor Subtotal for Dept:10			3,673.14	
10-10-4530	Daily Herald	News Subscription - Village Hall	04/05/2016	85225	85.00	
		Vendor Subtotal for Dept:10			85.00	
10-10-4550	Alise Homola	Conference/Training Travel Reimburs	04/05/2016	85240	71.76	
		Vendor Subtotal for Dept:10			71.76	
10-10-5110	Magna, Rudolph F. Law Office Of	Legal Services - Corporate Matters	04/05/2016	85252	4,400.00	
10-10-5110	Magna, Rudolph F. Law Office Of	Legal Services - Corporate Matters	04/05/2016	85252	5,225.00	
		Vendor Subtotal for Dept:10			9,625.00	
10-10-5110	Rosental, Murphey, Coblenitz & Don	Legal Services - Admin.	04/05/2016	85280	395.83	
		Vendor Subtotal for Dept:10			395.83	
10-10-5131	Accela, Inc #774375 Springbrook	Computer Services -	04/05/2016	85287	2,269.50	



Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal for Dept:10			2,269.50	
10-10-5190	Civic Plus	2 Yr Website Setup Fees	04/05/2016	85212	4,941.55	
		Vendor Subtotal for Dept:10			4,941.55	
10-10-5190	CMR Benefits Group, Inc.	H.R. Services	04/05/2016	85213	201.24	
		Vendor Subtotal for Dept:10			201.24	
10-10-5190	Comcast Cable	Internet Services - Admin.	04/05/2016	85218	477.70	
		Vendor Subtotal for Dept:10			477.70	
10-10-5190	CuraLine, LLC	Health and Wellness Program	04/05/2016	85222	9.60	
		Vendor Subtotal for Dept:10			9.60	
10-10-5190	Eder, Casella and Company	P.R. Outsourcing	04/05/2016	85228	157.04	
		Vendor Subtotal for Dept:10			157.04	
10-10-5190	Gov Temps USA LLC	Temp. Service - Admin.	04/05/2016	85237	1,680.00	
10-10-5190	Gov Temps USA LLC	Temp. Service - Admin.	04/05/2016	85237	1,680.00	
10-10-5190	Gov Temps USA LLC	Temp. Service - Admin.	04/05/2016	85237	945.00	
		Vendor Subtotal for Dept:10			4,305.00	
10-10-5510	Call One Inc	Telephone Charges	04/05/2016	85209	225.87	
		Vendor Subtotal for Dept:10			225.87	
10-10-5510	Verizon Wireless	Telephone Charges	04/05/2016	85302	198.54	
		Vendor Subtotal for Dept:10			198.54	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
10-10-6130	EverBank Commercial Finance, Inc.	Office Equipment Contract - Admin.	04/05/2016	85230	866.74	
		Vendor Subtotal for Dept:10			866.74	
10-10-6130	Partner Tek, Inc.	Lap top for Presentations - Admin.	04/05/2016	85268	879.65	
		Vendor Subtotal for Dept:10			879.65	
10-10-6140	Office Depot	Office Supplies - Admin.	04/05/2016	85266	114.93	
10-10-6140	Office Depot	Office Supplies - Ink Cartridges - Adm	04/05/2016	85266	130.76	
10-10-6140	Office Depot	Misc Office Supplies - Admin.	04/05/2016	85266	176.70	
		Vendor Subtotal for Dept:10			422.39	
10-10-6150	Wauconda School District #118	Febuary 2016 Fuel Bills - Admin.	04/05/2016	85305	48.62	
		Vendor Subtotal for Dept:10			48.62	
10-11-4310	Standard Insurance Company	Employee Insurance	04/05/2016	85288	29.75	
		Vendor Subtotal for Dept:11			29.75	
10-11-4310	Sun Life Financial	Employee Dental Insurance	04/05/2016	85290	124.37	
		Vendor Subtotal for Dept:11			124.37	
10-11-4310	United Health Care	Employee Health Insurance	04/05/2016	85300	898.00	
		Vendor Subtotal for Dept:11			898.00	
10-11-5110	Magna, Rudolph F. Law Office Of	Legal Services - School/Health/Medic	04/05/2016	85252	2,090.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal for Dept:11			2,090.00	
10-11-5131	Accela, Inc #774375 Springbrook	Computer Services -	04/05/2016	85287	2,269.50	
		Vendor Subtotal for Dept:11			2,269.50	
10-11-5150	RHMG Engineers, Inc	Building Department - General Consu.	04/05/2016	85277	177.87	
		Vendor Subtotal for Dept:11			177.87	
10-11-5150	Schmidt Engineering Inc.	Engineering Services - B.Z.	04/05/2016	85282	500.00	
		Vendor Subtotal for Dept:11			500.00	
10-11-5160	Campbell, Rolf C. & Associates	Consulting/Planning Fees - Project #01	04/05/2016	85210	632.50	
		Vendor Subtotal for Dept:11			632.50	
10-11-5170	Rockenbach Enterprises Inc	Plumbing Inspections - B.Z.	04/05/2016	85278	720.00	
		Vendor Subtotal for Dept:11			720.00	
10-11-5180	Rich Stranc	Electrical Inspections - 911 Grand Blv	04/05/2016	85289	50.00	
10-11-5180	Rich Stranc	Electrical Inspections - 1215 Larkdale	04/05/2016	85289	50.00	
10-11-5180	Rich Stranc	Electrical Inspections - 835 Larkdale	04/05/2016	85289	50.00	
10-11-5180	Rich Stranc	Electrical Inspections - 574 S. Rand	04/05/2016	85289	50.00	
10-11-5180	Rich Stranc	Electrical Inspections - 461 W. Liberty	04/05/2016	85289	100.00	
10-11-5180	Rich Stranc	Electrical Inspections - 440 Osage	04/05/2016	85289	100.00	
10-11-5180	Rich Stranc	Electrical Inspections - 574 S. Rand	04/05/2016	85289	100.00	
10-11-5180	Rich Stranc	Electrical Inspection - 1360 Old Rand	04/05/2016	85289	100.00	
		Vendor Subtotal for Dept:11			600.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
10-11-5190	CMR Benefits Group, Inc.	H.R. Services	04/05/2016	85213	88.04	
		Vendor Subtotal for Dept:11			88.04	
10-11-5190	CuraLinc, LLC	Health and Wellness Program	04/05/2016	85222	4.20	
		Vendor Subtotal for Dept:11			4.20	
10-11-5190	Eder, Casella and Company	P.R. Outsourcing	04/05/2016	85228	68.71	
		Vendor Subtotal for Dept:11			68.71	
10-11-5510	Verizon Wireless	Telephone Charges	04/05/2016	85302	144.66	
		Vendor Subtotal for Dept:11			144.66	
10-11-5620	Konica Minolta Premier Finance	Office Equipment Contract - B.Z.	04/05/2016	85246	270.88	
		Vendor Subtotal for Dept:11			270.88	
10-11-6130	Quill Corporation	Misc Office Supplies - B.Z.	04/05/2016	85273	11.03	
10-11-6130	Quill Corporation	Misc Office Supplies - B.Z.	04/05/2016	85273	23.02	
		Vendor Subtotal for Dept:11			34.05	
10-11-6140	Quill Corporation	Misc Office Supplies - B.Z.	04/05/2016	85273	47.38	
		Vendor Subtotal for Dept:11			47.38	
10-11-6150	Wauconda School District #118	Febuary 2016 Fuel Bills - B.Z.	04/05/2016	85305	32.50	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal for Dept:11			32.50	
10-12-4310	Standard Insurance Company	Employee Insurance	04/05/2016	85288	424.97	
10-12-4310	Standard Insurance Company	Employee Insurance - Bender March	04/05/2016	85288	-17.00	
		Vendor Subtotal for Dept:12			407.97	
10-12-4310	Sun Life Financial	Employee Dental Insurance	04/05/2016	85290	2,523.54	
10-12-4310	Sun Life Financial	Employee Dental Insurance - Yost	04/05/2016	85290	135.04	
10-12-4310	Sun Life Financial	Employee Dental Insurance - Bender c	04/05/2016	85290	-121.54	
		Vendor Subtotal for Dept:12			2,537.04	
10-12-4310	United Health Care	Employee Health Insurance - April 20	04/05/2016	85300	23,391.86	
10-12-4310	United Health Care	Employee Health Insurance - Bender I	04/05/2016	85300	-1,412.71	
		Vendor Subtotal for Dept:12			21,979.15	
10-12-4510	College of DuPage - Accounts Recei	Training Courses (5) - P.D.	04/05/2016	85215	675.00	
		Vendor Subtotal for Dept:12			675.00	
10-12-4510	Illinois Juvenile Officers Assoc	Training Conference Fee - P.D.	04/05/2016	85243	150.00	
10-12-4510	Illinois Juvenile Officers Assoc	Training Conference Fee - P.D.	04/05/2016	85243	125.00	
		Vendor Subtotal for Dept:12			275.00	
10-12-4510	T.O.P.S. In Dog Training Corp.	K-9 Maintenance Training - P.D.	04/05/2016	85291	372.00	
		Vendor Subtotal for Dept:12			372.00	
10-12-4520	Lake County Juvenile Officers	Membership dues for 20 members - P.	04/05/2016	85247	200.00	
		Vendor Subtotal for Dept:12			200.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
10-12-4540	Illinois Drug Enforcement	Training - P.D.	04/05/2016	85242	260.00	
		Vendor Subtotal for Dept:12			260.00	
10-12-4540	Petty Cash - Police Department	Meeting Expenses - P.D.	04/05/2016	85270	38.47	
		Vendor Subtotal for Dept:12			38.47	
10-12-4550	Heather Cognac	Reimbursement for Travel - PIO Train	04/05/2016	85214	8.44	
10-12-4550	Heather Cognac	Reimbursement for Travel - PIO Train	04/05/2016	85214	11.80	
		Vendor Subtotal for Dept:12			20.24	
10-12-4550	John Thibault	Travel Expense Reimbursement for T	04/05/2016	85293	25.66	
		Vendor Subtotal for Dept:12			25.66	
10-12-5110	Magna, Rudolph F. Law Office Of	Legal Services - Prosecution Matters	04/05/2016	85252	6,339.00	
		Vendor Subtotal for Dept:12			6,339.00	
10-12-5110	Law Offices of Hon.Henry Tomigan	Legal Services - P.D.	04/05/2016	85296	255.00	
10-12-5110	Law Offices of Hon.Henry Tomigan	Legal Services - P.D.	04/05/2016	85296	255.00	
		Vendor Subtotal for Dept:12			510.00	
10-12-5130	Comcast Cable	Telephone/Internet Charges - P.D.	04/05/2016	85217	109.90	
		Vendor Subtotal for Dept:12			109.90	
10-12-5131	Accela, Inc #774375 Springbrook	Computer Services -	04/05/2016	85287	2,269.50	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal for Dept:12			2,269.50	
10-12-5190	CMR Benefits Group, Inc.	H.R. Services	04/05/2016	85213	1,358.22	
		Vendor Subtotal for Dept:12			1,358.22	
10-12-5190	CuraLinc, LLC	Health and Wellness Program	04/05/2016	85222	60.00	
		Vendor Subtotal for Dept:12			60.00	
10-12-5190	Eder, Casella and Company	P.R. Outsourcing	04/05/2016	85228	1,020.61	
		Vendor Subtotal for Dept:12			1,020.61	
10-12-5190	Lake County Reserve Deputies	Donation for Services of Waucondafes	04/05/2016	85248	1,000.00	
		Vendor Subtotal for Dept:12			1,000.00	
10-12-5310	C. Acitelli Heating & Piping	Heating Service/Repair - P.D.	04/05/2016	85207	1,013.56	
		Vendor Subtotal for Dept:12			1,013.56	
10-12-5310	Great Lakes Elevator Service, Inc	Elevator Service - Oil & Grease - P.D.	04/05/2016	85239	126.00	
		Vendor Subtotal for Dept:12			126.00	
10-12-5310	Thompson Elevator Inspection	Elevator Inspection - P.D.	04/05/2016	85294	52.00	
		Vendor Subtotal for Dept:12			52.00	
10-12-5320	A Beep LLC	Equipment Maintenance - P.D.	04/05/2016	85202	140.00	
		Vendor Subtotal for Dept:12			140.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
10-12-5320	Current Technologies Corporation	Downpayment for Wireless Link betw	04/05/2016	85223	8,006.00	
		Vendor Subtotal for Dept:12			8,006.00	
10-12-5320	Radicom Business Communications	Equipment Maintenance - Service for	04/05/2016	85274	180.00	
		Vendor Subtotal for Dept:12			180.00	
10-12-5330	Master Auto Repair Clinic Inc.	Vehicle Maintenance - 2014 Dodge Ca	04/05/2016	85253	27.18	
10-12-5330	Master Auto Repair Clinic Inc.	Vehicle Maintenance - Unit #110 - P.I.	04/05/2016	85253	114.48	
		Vendor Subtotal for Dept:12			141.66	
10-12-5330	Ray's Body Shop	Replace fender & paint - Unit #10 - P.	04/05/2016	85275	459.70	
		Vendor Subtotal for Dept:12			459.70	
10-12-5330	Secretary Of State	Title Transfer for 2008 Mercedes - P.I	04/05/2016	85284	95.00	
10-12-5330	Secretary Of State	Title Transfer for 1999 Ford Ranger -	04/05/2016	85283	95.00	
		Vendor Subtotal for Dept:12			190.00	
10-12-5330	Wauconda Car Wash	Multiple Car Washes - P.D.	04/05/2016	85304	183.95	
		Vendor Subtotal for Dept:12			183.95	
10-12-5510	Comcast Cable	Telephone/Internet Charges - P.D.	04/05/2016	85217	401.64	
		Vendor Subtotal for Dept:12			401.64	
10-12-5510	Verizon Wireless	Telephone Charges	04/05/2016	85302	813.72	
		Vendor Subtotal for Dept:12			813.72	
10-12-5620	Gordon Flesch Co., Inc.	Rentals - P.D.	04/05/2016	85236	963.52	



Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
10-12-5620	Lechner and Sons Uniform Rental	Rentals - P.D.	04/05/2016	85250	51.27	
		Vendor Subtotal for Dept:12			51.27	
10-12-6110	Pettibone, P. F. & Company	Photo ID Card with Badge Logo - P.D	04/05/2016	85269	17.00	
		Vendor Subtotal for Dept:12			17.00	
10-12-6120	Petty Cash - Police Department	Postage for mailing packages - P.D.	04/05/2016	85270	13.60	
		Vendor Subtotal for Dept:12			13.60	
10-12-6130	Petty Cash - Police Department	McDonalds reload for prisoner meals	04/05/2016	85270	45.00	
		Vendor Subtotal for Dept:12			45.00	
10-12-6140	Carrot-Top Industries	Office Supplies - US Flag - P.D.	04/05/2016	85211	74.31	
		Vendor Subtotal for Dept:12			74.31	
10-12-6140	Office Depot	Office Supplies - P.D.	04/05/2016	85266	60.97	
10-12-6140	Office Depot	Office Supplies - P.D.	04/05/2016	85266	16.98	
10-12-6140	Office Depot	Office Supplies - P.D.	04/05/2016	85266	75.43	
10-12-6140	Office Depot	Office Supplies - P.D.	04/05/2016	85266	132.48	
10-12-6140	Office Depot	Office Supplies - P.D.	04/05/2016	85266	23.93	
10-12-6140	Office Depot	Office Supplies - Batteries - Multiples	04/05/2016	85266	60.54	
10-12-6140	Office Depot	Office Supplies - P.D.	04/05/2016	85266	40.91	
10-12-6140	Office Depot	Office Supplies - P.D.	04/05/2016	85266	6.56	
10-12-6140	Office Depot	Office Supplies - P.D.	04/05/2016	85266	51.09	
10-12-6140	Office Depot	Office Supplies - P.D.	04/05/2016	85266	40.16	
10-12-6140	Office Depot	Office Supplies - Clasp Envelopes - P	04/05/2016	85266	28.89	
10-12-6140	Office Depot	Misc Office Supplies - P.D.	04/05/2016	85266	25.98	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
10-12-6140	Office Depot	Misc Office Supplies - P.D.	04/05/2016	85266	33.99	
10-12-6140	Office Depot	Misc Office Supplies - P.D.	04/05/2016	85266	20.37	
10-12-6140	Office Depot	Misc Office Supplies - P.D.	04/05/2016	85266	6.49	
		Vendor Subtotal for Dept:12			624.77	
10-12-6150	Wauconda School District #118	Febuary 2016 Fuel Bills - P.D.	04/05/2016	85305	2,355.47	
		Vendor Subtotal for Dept:12			2,355.47	
10-12-6170	Heather Cognac	Uniforms - Cleaning - P.D.	04/05/2016	85214	28.00	
		Vendor Subtotal for Dept:12			28.00	
10-12-6170	GALLS, LLC	Uniforms - P.D.	04/05/2016	85233	48.94	
10-12-6170	GALLS, LLC	Uniforms - P.D.	04/05/2016	85233	53.64	
10-12-6170	GALLS, LLC	Uniforms - P.D.	04/05/2016	85233	217.83	
10-12-6170	GALLS, LLC	Uniforms - P.D.	04/05/2016	85233	63.01	
		Vendor Subtotal for Dept:12			383.42	
10-12-6170	J.G. Uniforms, Inc.	Uniforms - P.D.	04/05/2016	85245	223.04	
10-12-6170	J.G. Uniforms, Inc.	Uniforms - P.D.	04/05/2016	85245	180.04	
10-12-6170	J.G. Uniforms, Inc.	Uniforms - P.D.	04/05/2016	85245	1,320.37	
		Vendor Subtotal for Dept:12			1,723.45	
10-12-6170	O'Herron, Ray Co., Inc.	Uniforms - P.D.	04/05/2016	85265	51.23	
10-12-6170	O'Herron, Ray Co., Inc.	Uniforms - P.D.	04/05/2016	85265	43.22	
10-12-6170	O'Herron, Ray Co., Inc.	Uniforms - P.D.	04/05/2016	85265	86.29	
		Vendor Subtotal for Dept:12			180.74	
10-12-6170	Pettibone, P. F. & Company	Uniforms - P.D.	04/05/2016	85269	83.50	
		Vendor Subtotal for Dept:12			83.50	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
10-12-6170	Today's Uniforms	Uniforms - P.D.	04/05/2016	85295	257.19	
10-12-6170	Today's Uniforms	Uniforms - P.D.	04/05/2016	85295	102.00	
		Vendor Subtotal for Dept:12			359.19	
10-12-6310	Office Depot	Building & Grounds Supplies	04/05/2016	85266	67.68	
10-12-6310	Office Depot	Building & Grounds Supplies	04/05/2016	85266	118.38	
10-12-6310	Office Depot	Building & Grounds Supplies	04/05/2016	85266	121.47	
		Vendor Subtotal for Dept:12			307.53	
10-12-6340	Berry Tire & Auto	Tire Purchase/2 - P.D.	04/05/2016	85206	264.70	
		Vendor Subtotal for Dept:12			264.70	
10-12-6340	Bumper to Bumper Lee Auto Waucon	Vehicle Supplies - P.D.	04/05/2016	85251	27.48	
10-12-6340	Bumper to Bumper Lee Auto Waucon	Vehicle Supplies - P.D.	04/05/2016	85251	4.41	
10-12-6340	Bumper to Bumper Lee Auto Waucon	Vehicle Supplies - P.D.	04/05/2016	85251	12.99	
10-12-6340	Bumper to Bumper Lee Auto Waucon	Vehicle Supplies - P.D.	04/05/2016	85251	30.98	
		Vendor Subtotal for Dept:12			75.86	
10-13-4310	Standard Insurance Company	Employee Insurance	04/05/2016	85288	126.31	
		Vendor Subtotal for Dept:13			126.31	
10-13-4310	Sun Life Financial	Employee Dental Insurance	04/05/2016	85290	596.09	
		Vendor Subtotal for Dept:13			596.09	
10-13-4310	United Health Care	Employee Health Insurance - April 20	04/05/2016	85300	4,917.10	
		Vendor Subtotal for Dept:13			4,917.10	
10-13-5130	Comcast Cable	Internet Service	04/05/2016	85218	65.38	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
10-13-5131	Accela, Inc #774375 Springbrook	Computer Services -	04/05/2016	85287	2,269.50	
		Vendor Subtotal for Dept:13			2,269.50	
10-13-5190	CMR Benefits Group, Inc.	H.R. Services	04/05/2016	85213	301.86	
		Vendor Subtotal for Dept:13			301.86	
10-13-5190	CuraLine, LLC	Health and Wellness Program	04/05/2016	85222	16.80	
		Vendor Subtotal for Dept:13			16.80	
10-13-5190	Eder, Casella and Company	P.R. Outsourcing	04/05/2016	85228	235.56	
		Vendor Subtotal for Dept:13			235.56	
10-13-5320	Don's Welding And Fabricating	Fabricate plow flag mount per sample	04/05/2016	85226	51.00	
		Vendor Subtotal for Dept:13			51.00	
10-13-5320	Pomp's Tire Service	Equipment Maintenance - P.W.	04/05/2016	85272	739.50	
		Vendor Subtotal for Dept:13			739.50	
10-13-5320	Russo Power Equipment	Operating Supplies & Equipment - P.V	04/05/2016	85281	34.00	
		Vendor Subtotal for Dept:13			34.00	
10-13-5330	Mike's Towing, Inc.	Emergency repairs to Unit #18	04/05/2016	85258	2,998.07	000003489
		Vendor Subtotal for Dept:13			2,998.07	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
10-13-5330	MYFLEETCENTER.COM	Vehicle Maintenance - P.W.	04/05/2016	85260	41.74	
10-13-5330	MYFLEETCENTER.COM	Vehicle Maintenance - P.W.	04/05/2016	85260	15.00	
		Vendor Subtotal for Dept:13			56.74	
10-13-5330	N & M Transfer Co, Inc.	Vehicle Maintenance - P.W.	04/05/2016	85261	89.36	
		Vendor Subtotal for Dept:13			89.36	
10-13-5330	Spring Align Of Palatine, Inc.	Truck & Tractor Alignment - Internati	04/05/2016	85286	366.49	
		Vendor Subtotal for Dept:13			366.49	
10-13-5340	Lake County Treasurer	Street light fees - Communication & si	04/05/2016	85249	1,182.60	
10-13-5340	Lake County Treasurer	Sign Dept. Monthly Billing for Feb. 21	04/05/2016	85249	225.00	
		Vendor Subtotal for Dept:13			1,407.60	
10-13-5430	ComEd	Utility Street Lighting - Barrington Rd	04/05/2016	85219	455.00	
10-13-5430	ComEd	Utility Street Lighting - P.W. - Liberty	04/05/2016	85219	10,296.62	
		Vendor Subtotal for Dept:13			10,751.62	
10-13-5510	Call One Inc	Telephone Charges	04/05/2016	85209	78.64	
		Vendor Subtotal for Dept:13			78.64	
10-13-5510	Comcast Business	Telephone Charges - P.W.	04/05/2016	85216	97.85	
		Vendor Subtotal for Dept:13			97.85	
10-13-5510	Comcast Cable	Telephone Charges	04/05/2016	85218	33.68	
		Vendor Subtotal for Dept:13			33.68	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
10-13-5510	Verizon Wireless	Telephone Charges	04/05/2016	85302	334.35	
		Vendor Subtotal for Dept:13			334.35	
10-13-6110	U.S. Bank Equipment Finance, Inc	Office Equipment Contract - P.W.	04/05/2016	85298	98.60	
		Vendor Subtotal for Dept:13			98.60	
10-13-6120	AIM Supply Co.	Shipping Charge - P.W.	04/05/2016	85204	10.00	
		Vendor Subtotal for Dept:13			10.00	
10-13-6130	Ace Hardware	Misc Building Supplies - P.W.	04/05/2016	85203	17.27	
10-13-6130	Ace Hardware	Misc Supplies - P.W.	04/05/2016	85203	9.14	
10-13-6130	Ace Hardware	Misc Building Supplies - P.W.	04/05/2016	85203	35.03	
10-13-6130	Ace Hardware	Misc Supplies - P.W.	04/05/2016	85203	17.09	
10-13-6130	Ace Hardware	Misc Supplies - P.W.	04/05/2016	85203	5.96	
10-13-6130	Ace Hardware	Misc Supplies - P.W.	04/05/2016	85203	3.54	
		Vendor Subtotal for Dept:13			88.03	
10-13-6130	Russo Power Equipment	Operating Supplies & Equipment - P.W.	04/05/2016	85281	479.98	
10-13-6130	Russo Power Equipment	Operating Supplies & Equipment - P.W.	04/05/2016	85281	35.49	
		Vendor Subtotal for Dept:13			515.47	
10-13-6130	ULINE	Operating Supplies & Equipment - P.W.	04/05/2016	85299	360.00	
		Vendor Subtotal for Dept:13			360.00	
10-13-6150	Wauconda School District #118	January 2016 Fuel Bills - P.W.	04/05/2016	85305	400.75	
10-13-6150	Wauconda School District #118	February 2016 Fuel Bills - P.W.	04/05/2016	85305	497.51	
		Vendor Subtotal for Dept:13			898.26	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
10-13-6170	G&S Safety Products	Public Works Issued Clothing Street Di	04/05/2016	85232	323.10	000003412
		Vendor Subtotal for Dept:13			323.10	
10-13-6330	Conserv FS, Inc	Infrastructure Supplies - P.W.	04/05/2016	85221	154.00	
10-13-6330	Conserv FS, Inc	Infrastructure Supplies - P.W.	04/05/2016	85221	65.44	
10-13-6330	Conserv FS, Inc	Infrastructure Supplies - P.W.	04/05/2016	85221	32.72	
		Vendor Subtotal for Dept:13			252.16	
10-13-6340	Conserv FS, Inc	Vehicle Supplies - P.W.	04/05/2016	85221	110.00	
		Vendor Subtotal for Dept:13			110.00	
10-13-6340	Bumper to Bumper Lee Auto Waucon	Vehicle Supplies - P.W.	04/05/2016	85251	206.46	
		Vendor Subtotal for Dept:13			206.46	
10-13-8500	RHMG Engineers, Inc	Bangs Lake Drain & 555 Willow Rd S	04/05/2016	85277	4,705.01	
		Vendor Subtotal for Dept:13			4,705.01	
10-14-5310	Thompson Elevator Inspection	Elevator Inspection - Chamber of Corr	04/05/2016	85294	52.00	
		Vendor Subtotal for Dept:14			52.00	
10-19-4310	Standard Insurance Company	Employee Insurance	04/05/2016	85288	4.25	
		Vendor Subtotal for Dept:19			4.25	
10-19-4310	Sun Life Financial	Employee Dental Insurance	04/05/2016	85290	17.77	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
10-19-4310	United Health Care	Employee Health Insurance - April 20	04/05/2016	85300	186.38	
		Vendor Subtotal for Dept:19			17.77	
10-19-4550	Christopher Miller	Conference/Training Travel Reimburs	04/05/2016	85259	42.50	
		Vendor Subtotal for Dept:19			42.50	
10-19-5190	CMR Benefits Group, Inc.	H.R. Services	04/05/2016	85213	12.58	
		Vendor Subtotal for Dept:19			12.58	
10-19-5190	CuraLinc, LLC	Health and Wellness Program	04/05/2016	85222	0.60	
		Vendor Subtotal for Dept:19			0.60	
10-19-5190	Eder, Casella and Company	P.R. Outsourcing	04/05/2016	85228	9.82	
		Vendor Subtotal for Dept:19			9.82	
10-19-5190	Gewalt Hamilton Associates, Inc	Engineering Consulting - Project: WA	04/05/2016	85235	546.00	
		Vendor Subtotal for Dept:19			546.00	
10-19-5190	RHMG Engineers, Inc	Water & Sewer Master Plan S. Rt 12 P	04/05/2016	85277	4,108.38	
		Vendor Subtotal for Dept:19			4,108.38	
10-52-4310	Standard Insurance Company	Employee Insurance	04/05/2016	85288	170.00	
10-52-4310	Standard Insurance Company	Employee Insurance - Baxter March	04/05/2016	85288	-17.00	
		Vendor Subtotal for Dept:52			153.00	



Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
10-52-4310	Sun Life Financial	Employee Dental Insurance	04/05/2016	85290	505.12	
10-52-4310	Sun Life Financial	Employee Dental Insurance - Baxter c	04/05/2016	85290	-121.54	
		Vendor Subtotal for Dept:52			383.58	
10-52-4310	United Health Care	Employee Health Insurance - April 20	04/05/2016	85300	5,598.43	
10-52-4310	United Health Care	Employee Health Insurance - Baxter F	04/05/2016	85300	-1,122.93	
		Vendor Subtotal for Dept:52			4,475.50	
10-52-5190	CMR Benefits Group, Inc.	H.R. Services	04/05/2016	85213	553.41	
		Vendor Subtotal for Dept:52			553.41	
10-52-5190	CuraInc, LLC	Health and Wellness Program	04/05/2016	85222	21.60	
		Vendor Subtotal for Dept:52			21.60	
10-52-5190	Eder, Casella and Company	P.R. Outsourcing	04/05/2016	85228	431.86	
		Vendor Subtotal for Dept:52			431.86	
10-98-E438	RHMG Engineers, Inc	WTG - Wauconda Landfill - B.Z.	04/05/2016	85277	203.34	
		Vendor Subtotal for Dept:98			203.34	
10-98-E539	RHMG Engineers, Inc	Site Improvements for Berger Excavat	04/05/2016	85277	451.92	
		Vendor Subtotal for Dept:98			451.92	
10-98-E562	RHMG Engineers, Inc	Patten Cat Development	04/05/2016	85277	1,040.39	
		Vendor Subtotal for Dept:98			1,040.39	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
10-98-E571	Magna, Rudolph F. Law Office Of	Legal Services - Escrow - Oak Grove .	04/05/2016	85252	2,266.00	
		Vendor Subtotal for Dept:98			2,266.00	
10-98-E574	Magna, Rudolph F. Law Office Of	Legal Services - Escrow - 406 N Main	04/05/2016	85252	399.00	
		Vendor Subtotal for Dept:98			399.00	
10-98-E574	RHMG Engineers, Inc	406 N. Main St. Development - B.Z.	04/05/2016	85277	105.56	
		Vendor Subtotal for Dept:98			105.56	
		Subtotal for Fund: 10			151,477.97	
20-00-1250	Standard Insurance Company	Employee Insurance	04/05/2016	85288	-3.00	
		Vendor Subtotal for Dept:00			-3.00	
20-00-1350	Middletons on Main	Replacement Check for lost CK#82651	04/05/2016	85257	8,538.38	
		Vendor Subtotal for Dept:00			8,538.38	
20-00-1380	Sun Life Financial	Employee Dental Insurance	04/05/2016	85290	143.14	
		Vendor Subtotal for Dept:00			143.14	
20-00-1380	United Health Care	Employee Health Insurance - April 20	04/05/2016	85300	1,258.21	
		Vendor Subtotal for Dept:00			1,258.21	
20-20-4310	Standard Insurance Company	Employee Insurance	04/05/2016	85288	110.16	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal for Dept:20			110.16	
20-20-4310	Sun Life Financial	Employee Dental Insurance	04/05/2016	85290	522.57	
20-20-4310	Sun Life Financial	Employee Dental Insurance - Carpenter	04/05/2016	85290	8.01	
		Vendor Subtotal for Dept:20			530.58	
20-20-4310	United Health Care	Employee Health Insurance - April 20	04/05/2016	85300	4,335.17	
20-20-4310	United Health Care	Employee Health Insurance - April 20	04/05/2016	85300	308.74	
		Vendor Subtotal for Dept:20			4,643.91	
20-20-4520	Mark Gedde	Conference - Reimbursement for Hote	04/05/2016	85234	456.90	
20-20-4520	Mark Gedde	Conference - Reimbursement Expense	04/05/2016	85234	21.60	
		Vendor Subtotal for Dept:20			478.50	
20-20-4520	Bart Romero	Reimbursement for tolls for Travel to ,	04/05/2016	85279	7.60	
		Vendor Subtotal for Dept:20			7.60	
20-20-5130	Comcast Cable	Internet Service	04/05/2016	85218	65.38	
		Vendor Subtotal for Dept:20			65.38	
20-20-5130	Energenees, Inc	Computer Services -	04/05/2016	85229	385.00	
		Vendor Subtotal for Dept:20			385.00	
20-20-5131	Accela, Inc #774375 Springbrook	Computer Services -	04/05/2016	85287	4,246.78	
		Vendor Subtotal for Dept:20			4,246.78	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
20-20-5190	Civic Plus	2 Yr Website Setup Fees	04/05/2016	85212	1,647.18	
		Vendor Subtotal for Dept:20			1,647.18	
20-20-5190	CMR Benefits Group, Inc.	H.R. Services	04/05/2016	85213	402.48	
		Vendor Subtotal for Dept:20			402.48	
20-20-5190	CuraLinc, LLC	Health and Wellness Program	04/05/2016	85222	14.40	
		Vendor Subtotal for Dept:20			14.40	
20-20-5190	Eder, Casella and Company	P.R. Outsourcing	04/05/2016	85228	314.08	
		Vendor Subtotal for Dept:20			314.08	
20-20-5210	McHenry Analytical Water	Lab Testing Expenses - P.W.	04/05/2016	85254	105.00	
20-20-5210	McHenry Analytical Water	Lab Testing Expenses - P.W.	04/05/2016	85254	300.00	
		Vendor Subtotal for Dept:20			405.00	
20-20-5330	MYFLEETCENTER.COM	Vehicle Maintenance - P.W.	04/05/2016	85260	37.46	
		Vendor Subtotal for Dept:20			37.46	
20-20-5410	Dynegy Energy Services	Electric Utility - P.W.	04/05/2016	85227	11,878.17	
		Vendor Subtotal for Dept:20			11,878.17	
20-20-5420	Nicor	Gas Utility - 200 Osage St. W1 #3	04/05/2016	85263	167.89	
20-20-5420	Nicor	Gas Utility - 1122 Barbara Ln.	04/05/2016	85263	104.71	
20-20-5420	Nicor	Gas Utility - 421 Lakeshore Dr.	04/05/2016	85263	107.42	
20-20-5420	Nicor	Gas Utility - 2750 Gilmer Rd. Water T	04/05/2016	85263	323.89	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal for Dept:20			703.91	
20-20-5510	Call One Inc	Telephone Charges	04/05/2016	85209	78.64	
		Vendor Subtotal for Dept:20			78.64	
20-20-5510	Comcast Business	Telephone Charges - P.W.	04/05/2016	85216	97.85	
		Vendor Subtotal for Dept:20			97.85	
20-20-5510	Comcast Cable	Telephone Charges	04/05/2016	85218	33.68	
		Vendor Subtotal for Dept:20			33.68	
20-20-5510	Verizon Wireless	Telephone Charges	04/05/2016	85302	334.35	
		Vendor Subtotal for Dept:20			334.35	
20-20-6110	U.S. Bank Equipment Finance, Inc	Office Equipment Contract - P.W.	04/05/2016	85298	98.60	
		Vendor Subtotal for Dept:20			98.60	
20-20-6130	Ace Hardware	Misc Plumbing Supplies - P.W.	04/05/2016	85203	4.94	
20-20-6130	Ace Hardware	Misc Cleaning Supplies - P.W.	04/05/2016	85203	12.56	
20-20-6130	Ace Hardware	Misc Supplies - P.W.	04/05/2016	85203	13.45	
20-20-6130	Ace Hardware	Misc Supplies - P.W.	04/05/2016	85203	13.48	
20-20-6130	Ace Hardware	Misc Supplies - P.W.	04/05/2016	85203	13.26	
20-20-6130	Ace Hardware	Misc Supplies - P.W.	04/05/2016	85203	23.98	
20-20-6130	Ace Hardware	Misc Supplies - P.W.	04/05/2016	85203	15.29	
		Vendor Subtotal for Dept:20			96.96	
20-20-6130	Mid American Water Of Wauconda	2- Heavy Duty Pipe Wrench - P.W.	04/05/2016	85256	178.90	
20-20-6130	Mid American Water Of Wauconda	Flange Lock Ring - P.W.	04/05/2016	85256	42.00	
20-20-6130	Mid American Water Of Wauconda	MTU's	04/05/2016	85256	6,600.00	000003479

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
20-20-6130	Mid American Water Of Wauconda	MTU'S	04/05/2016	85256	7,700.00	000003488
		Vendor Subtotal for Dept:20			14,520.90	
20-20-6130	Menards-Fox Lake	Misc Supplies - P. W.	04/05/2016	85255	19.99	
20-20-6130	Menards-Fox Lake	Misc Building/Plumbing Supplies - P.	04/05/2016	85255	130.95	
20-20-6130	Menards-Fox Lake	Misc Building Supplies - P. W.	04/05/2016	85255	116.70	
20-20-6130	Menards-Fox Lake	Misc Building/Plumbing Supplies - P.	04/05/2016	85255	77.44	
20-20-6130	Menards-Fox Lake	Misc Building/Plumbing Supplies - P.	04/05/2016	85255	64.87	
20-20-6130	Menards-Fox Lake	Misc Building/Plumbing Supplies - P.	04/05/2016	85255	114.07	
		Vendor Subtotal for Dept:20			524.02	
20-20-6140	Office Depot	Office Supplies - P. W.	04/05/2016	85266	104.04	
		Vendor Subtotal for Dept:20			104.04	
20-20-6150	Wauconda School District #118	January 2016 Fuel Bills - P. W.	04/05/2016	85305	636.92	
20-20-6150	Wauconda School District #118	Feb. 2016 Fuel Bills - P. W.	04/05/2016	85305	407.42	
		Vendor Subtotal for Dept:20			1,044.34	
20-20-6160	Mid American Water Of Wauconda	Various sized meters 5/ 8x3/4' to 2"	04/05/2016	85256	17,352.00	000003490
		Vendor Subtotal for Dept:20			17,352.00	
20-20-6170	Cutler Workwear	Uniforms - P. W.	04/05/2016	85224	62.07	
20-20-6170	Cutler Workwear	Uniforms - P. W.	04/05/2016	85224	148.46	
		Vendor Subtotal for Dept:20			210.53	
20-20-6170	G&S Safety Products	Pubic Works Issued Clothing Street Di	04/05/2016	85232	376.95	
		Vendor Subtotal for Dept:20			376.95	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
20-20-6170	Red Wing Shoe Store	Uniforms - P.W.	04/05/2016	85276	300.00	
		Vendor Subtotal for Dept:20			300.00	
20-20-6330	Mid American Water Of Wauconda	Water Service Line Repair (121 N Main	04/05/2016	85256	1,601.49	000003486
		Vendor Subtotal for Dept:20			1,601.49	
20-20-8500	Baxter and Woodman	Capital Project #130124.01 - BW/CSI	04/05/2016	85205	599.29	
		Vendor Subtotal for Dept:20			599.29	
20-21-4310	Standard Insurance Company	Employee Insurance	04/05/2016	85288	93.33	
		Vendor Subtotal for Dept:21			93.33	
20-21-4310	Sun Life Financial	Employee Dental Insurance	04/05/2016	85290	573.23	
20-21-4310	Sun Life Financial	Employee Dental Insurance - Carpenter	04/05/2016	85290	8.01	
		Vendor Subtotal for Dept:21			581.24	
20-21-4310	United Health Care	Employee Health Insurance - April 20	04/05/2016	85300	5,006.88	
20-21-4310	United Health Care	Employee Health Insurance - April 20	04/05/2016	85300	308.75	
		Vendor Subtotal for Dept:21			5,315.63	
20-21-4520	Water Environment Federation	Membership Dues x 4 - PWO, Central	04/05/2016	85303	288.00	
		Vendor Subtotal for Dept:21			288.00	
20-21-5130	Comcast Cable	Internet Service	04/05/2016	85218	65.38	
		Vendor Subtotal for Dept:21			65.38	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
20-21-5131	Accela, Inc #774375 Springbrook	Computer Services -	04/05/2016	85287	4,246.78	
		Vendor Subtotal for Dept:21			4,246.78	
20-21-5150	RHMG Engineers, Inc	Wauconda General Consulting FY 201	04/05/2016	85277	220.14	
20-21-5150	RHMG Engineers, Inc	Wastewater Collection & Treatment A.	04/05/2016	85277	8,189.32	
		Vendor Subtotal for Dept:21			8,409.46	
20-21-5190	Civic Plus	2 Yr Website Setup Fees	04/05/2016	85212	1,647.18	
		Vendor Subtotal for Dept:21			1,647.18	
20-21-5190	CMR Benefits Group, Inc.	H.R. Services	04/05/2016	85213	251.55	
		Vendor Subtotal for Dept:21			251.55	
20-21-5190	CuraLine, LLC	Health and Wellness Program	04/05/2016	85222	12.00	
		Vendor Subtotal for Dept:21			12.00	
20-21-5190	Eder, Casella and Company	P.R. Outsourcing	04/05/2016	85228	196.30	
		Vendor Subtotal for Dept:21			196.30	
20-21-5210	NSI Lab Solutions, Inc.	Lab Testing Expense - P.W.	04/05/2016	85264	291.00	
		Vendor Subtotal for Dept:21			291.00	
20-21-5310	Cahill Heating, Air, & Electric Servi	Repairs to Blower Assembly on Make-	04/05/2016	85208	935.00	000003476
		Vendor Subtotal for Dept:21			935.00	



Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
20-21-5410	Dynegy Energy Services	Electric Utility - P.W.	04/05/2016	85227	12,224.00	
		Vendor Subtotal for Dept:21			12,224.00	
20-21-5420	Nicor	Gas Utility - 302 Slocum Lake Rd Filh	04/05/2016	85263	142.33	
		Vendor Subtotal for Dept:21			142.33	
20-21-5510	Call One Inc	Telephone Charges	04/05/2016	85209	78.65	
		Vendor Subtotal for Dept:21			78.65	
20-21-5510	Comcast Business	Telephone Charges - P.W.	04/05/2016	85216	97.86	
		Vendor Subtotal for Dept:21			97.86	
20-21-5510	Comcast Cable	Telephone Charges	04/05/2016	85218	33.68	
		Vendor Subtotal for Dept:21			33.68	
20-21-5510	Verizon Wireless	Telephone Charges	04/05/2016	85302	334.35	
		Vendor Subtotal for Dept:21			334.35	
20-21-6110	U.S. Bank Equipment Finance, Inc	Office Equipment Contract - P.W.	04/05/2016	85298	98.62	
		Vendor Subtotal for Dept:21			98.62	
20-21-6120	The UPS Store	Postage - P.W.	04/05/2016	85292	14.22	
		Vendor Subtotal for Dept:21			14.22	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
20-21-6130	Ace Hardware	Misc Supplies - P. W.	04/05/2016	85203	28.75	
		Vendor Subtotal for Dept:21			28.75	
20-21-6130	Don's Welding And Fabricating	Repair stainless steel bracket - P. W.	04/05/2016	85226	25.00	
		Vendor Subtotal for Dept:21			25.00	
20-21-6130	Menards-Fox Lake	Misc Building Supplies - P. W.	04/05/2016	85255	24.97	
		Vendor Subtotal for Dept:21			24.97	
20-21-6130	NALCO Crossbow Water	Operating Supplies & Equipment - P. W.	04/05/2016	85262	243.71	
		Vendor Subtotal for Dept:21			243.71	
20-21-6130	USA Blue Book	Operating Supplies & Equipment - P. W.	04/05/2016	85301	177.80	
		Vendor Subtotal for Dept:21			177.80	
20-21-6140	Office Depot	Office Supplies - P. W.	04/05/2016	85266	79.48	
		Vendor Subtotal for Dept:21			79.48	
20-21-6150	Wauconda School District #118	January 2016 Fuel Bills - P. W.	04/05/2016	85305	31.11	
20-21-6150	Wauconda School District #118	February 2016 Fuel Bills - P. W.	04/05/2016	85305	32.63	
		Vendor Subtotal for Dept:21			63.74	
20-21-6170	G&S Safety Products	Pubic Works Issued Clothing Street Di	04/05/2016	85232	376.95	
		Vendor Subtotal for Dept:21			376.95	
20-21-6170	Red Wing Shoe Store	Uniforms - P. W.	04/05/2016	85276	300.00	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
		Vendor Subtotal for Dept:21			300.00	
20-21-6180	Hydrite Chemical Company	Treatment Chemicals	04/05/2016	85241	3,311.60	
		Vendor Subtotal for Dept:21			3,311.60	
20-21-6180	Polydyne Inc.	Treatment Chemicals - P.W.	04/05/2016	85271	1,008.00	
		Vendor Subtotal for Dept:21			1,008.00	
20-21-6320	Foreman, Joseph D. & Company	Equipment Supplies - P.W.	04/05/2016	85231	566.60	
		Vendor Subtotal for Dept:21			566.60	
20-21-6320	Trojan UV	Equipment Supplies - P.W.	04/05/2016	85297	727.62	
		Vendor Subtotal for Dept:21			727.62	
20-21-8500	Baxter and Woodman	Capital Project #130124.01 - BWCSI	04/05/2016	85205	599.29	
		Vendor Subtotal for Dept:21			599.29	
20-27-4310	Standard Insurance Company	Employee Insurance	04/05/2016	85288	34.00	
		Vendor Subtotal for Dept:27			34.00	
20-27-4310	Sun Life Financial	Employee Dental Insurance	04/05/2016	85290	192.61	
		Vendor Subtotal for Dept:27			192.61	
20-27-4310	United Health Care	Employee Health Insurance - April 20	04/05/2016	85300	1,982.06	
		Vendor Subtotal for Dept:27			1,982.06	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
20-27-5190	CMR Benefits Group, Inc.	H.R. Services	04/05/2016	85213	100.62	
		Vendor Subtotal for Dept:27			100.62	
20-27-5190	CuraLine, LLC	Health and Wellness Program	04/05/2016	85222	4.80	
		Vendor Subtotal for Dept:27			4.80	
20-27-5190	Eder, Casella and Company	P.R. Outsourcing	04/05/2016	85228	78.52	
		Vendor Subtotal for Dept:27			78.52	
20-27-5330	Pomp's Tire Service	Tires for generators	04/05/2016	85272	830.90	000003480
		Vendor Subtotal for Dept:27			830.90	
20-27-5410	Dynegy Energy Services	Electric Utility - P.W.	04/05/2016	85227	2,385.20	
		Vendor Subtotal for Dept:27			2,385.20	
20-27-5420	Nicor	Gas Utility - 260 A Larkdale Row Bac	04/05/2016	85263	25.43	
20-27-5420	Nicor	Gas Utility - 432 Oakwood	04/05/2016	85263	26.16	
20-27-5420	Nicor	Gas Utility - 1436 Roxbury Ln.	04/05/2016	85263	52.60	
20-27-5420	Nicor	Gas Utility - 215 Regency Ct.	04/05/2016	85263	24.99	
20-27-5420	Nicor	Gas Utility - 911 Oakdale Ave.	04/05/2016	85263	100.34	
20-27-5420	Nicor	Gas Utility - 550 Anderson Rd.	04/05/2016	85263	29.56	
20-27-5420	Nicor	Gas Utility - Ws Francis 1s Slocum L.	04/05/2016	85263	307.05	
20-27-5420	Nicor	Gas Utility - 2n North Av - Es Main St	04/05/2016	85263	58.40	
20-27-5420	Nicor	Gas Utility - 1160-g N Dato Ln.	04/05/2016	85263	100.55	
20-27-5420	Nicor	Gas Utility - 1265 Karl Ct.	04/05/2016	85263	41.69	
20-27-5420	Nicor	Gas Utility - 29770 Garland Blvd. Lift	04/05/2016	85263	36.12	
20-27-5420	Nicor	Gas Utility - 2569 Savanna Dr. #8	04/05/2016	85263	91.81	
		Vendor Subtotal for Dept:27			894.70	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
20-27-6130	Ace Hardware	Misc Supplies - P.W.	04/05/2016	85203	16.51	
		Vendor Subtotal for Dept:27			16.51	
20-27-6130	Grainger, W.W. Inc.	Operating Supplies & Equipment - P.V	04/05/2016	85238	699.75	
		Vendor Subtotal for Dept:27			699.75	
20-27-6130	Menards-Fox Lake	Misc Building Supplies - P.W.	04/05/2016	85255	206.02	
20-27-6130	Menards-Fox Lake	Misc Supplies - P.W.	04/05/2016	85255	3.69	
20-27-6130	Menards-Fox Lake	Misc Building Supplies - P.W.	04/05/2016	85255	7.69	
		Vendor Subtotal for Dept:27			217.40	
20-27-6130	ULINE	Operating Supplies & Equipment - P.V	04/05/2016	85299	258.60	
		Vendor Subtotal for Dept:27			258.60	
20-27-6320	Energenecc, Inc	Lift Station Communication Radio	04/05/2016	85229	1,033.19	000003462
		Vendor Subtotal for Dept:27			1,033.19	
20-28-5114	Magna, Rudolph F. Law Office Of	Legal Services - Lake Michigan Water	04/05/2016	83506	495.00	
20-28-5114	Magna, Rudolph F. Law Office Of	Legal Services - Lake Michigan Water	04/05/2016	83506	660.00	
		Vendor Subtotal for Dept:28			1,155.00	
20-28-5153	RHMG Engineers, Inc	Engineering Service - Lake Michigan	04/05/2016	83507	3,069.41	
20-28-5153	RHMG Engineers, Inc	Lake Michigan Water Internal Improv	04/05/2016	83507	3,793.40	
20-28-5153	RHMG Engineers, Inc	Lake Michigan Water Internal Improv	04/05/2016	83507	110.17	
20-28-5153	RHMG Engineers, Inc	Lake Michigan Water Internal Improv	04/05/2016	83507	2,426.84	
		Vendor Subtotal for Dept:28			9,399.82	

Account Number	Vendor	Description	GL Date	Check No	Amount	PO No
20-98-B513	Magna, Rudolph F. Law Office Of	Legal Services - Escrow - Berger - Bon	04/05/2016	85252	465.50	
		Vendor Subtotal for Dept:98			465.50	
		Subtotal for Fund: 20			135,820.21	
32-32-5110	Magna, Rudolph F. Law Office Of	Legal Services - TIF	04/05/2016	85252	55.00	
32-32-5110	Magna, Rudolph F. Law Office Of	Legal Services - TIF	04/05/2016	85252	330.00	
		Vendor Subtotal for Dept:32			385.00	
		Subtotal for Fund: 32			385.00	
55-55-5340	Compass Minerals	Infrastructure Maintenance - Road Sal	04/05/2016	85220	14,146.72	
55-55-5340	Compass Minerals	Infrastructure Maintenance - Road Sal	04/05/2016	85220	20,308.84	
55-55-5340	Compass Minerals	Infrastructure Maintenance - Road Sal	04/05/2016	85220	7,101.25	
		Vendor Subtotal for Dept:55			41,556.81	
55-55-5340	Sicalco Ltd.	Calcium Chloride - Ice Control - P.W.	04/05/2016	85285	2,642.85	
		Vendor Subtotal for Dept:55			2,642.85	
		Subtotal for Fund: 55			44,199.66	
70-70-5600	IPRF Illinois Public Risk Fund	Workers Compensation	04/05/2016	85244	18,307.00	
		Vendor Subtotal for Dept:70			18,307.00	
		Subtotal for Fund: 70			18,307.00	



**VILLAGE OF WAUCONDA  
REGULAR VILLAGE BOARD MEETING  
101 N. MAIN STREET, WAUCONDA, IL  
TUESDAY, May 19, 2015  
7:00 P.M.**

**MINUTES**

**1. CALL TO ORDER**

President Pro Tem Lincoln Knight called the Regular Village Board Meeting to order at 7:00 p.m. in the Village Hall.

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Trustee Lincoln Knight.

**3. ROLL CALL**

Upon the roll call of the Executive Administrative assistant Alise Homola, the following Trustees were present

Present: Trustee Knight, Barbini, Starkey, Arnsward, Black and Howe

**QUORUM PRESENT**

**4. PUBLIC COMMENT / CONSENT AGENDA**

One resident listed for Public Comment.

Trustee Knight opened the floor to Ed Salisbury of 213 E Liberty. Resident thanked the Village Board and Staff for addressing an issue with Bangs Lake.

Laura Voss of Old Country Way. Resident has a Recreational Vehicle parked in her driveway which she has received upwards of \$900.00 in fines. Is requesting that the Board make an exception and waive those fines.

**5. APPROVAL OF AGENDA**

A request was made by President Pro Tem Knight to move New Business Item A (Action) Mayoral Appointments to Various Positions, Boards and Commissions to the beginning of the meeting. A motion was made by Trustee Howe, seconded by Trustee Black.

Ayes: 6. Nays: 0

President Pro Tem Knight listed appointments Marine Unit Patrol Officer Kelly Sudor, Marine Patrol Officer Anthony Antinucci, Marine Unit Patrol Officer Kenny Denny and Marine Unit Patrol Officer Ryan Jacobsen. Administrative Hearing Officer the Honorable Henry Tonigan, Village Engineer William Rickert,



EMA Coordinator Dave Dato, Assistant EMA Coordinator Mike Wahl, Village Attorney and Ethics Officer Rudy Magna, Deputy Liquor Commissioner Lincoln Knight, Present Pro Tem Lincoln Knight will be extended to 2017. ZBA Plan Commission Chair Rob Fossness and ZBA Plan Commissioner Frank Lahrmen will extend to 2020. Board of Police Commissioner Jeff Sode will extend to 2018. Police Pension Board Trustee Steven Diel will extend to 2017. Bangs Lake Advisory Co-Chairs Ed Lochmayer and John Lambert will extend to 2017. A motion was made by Trustee Black, seconded by Trustee Arnswald to approve appointments.

Ayes: 6. Nays: 0

**MOTION DECLARED CARRIED**

Village Administrator Maxeiner swore in all appointees.

**6. MOTION TO APPROVE CONSIDERATION OF CONSENT AGENDA BY OMNIBUS VOTE**

A motion was made by Trustee Arnswald, seconded by Trustee Starkey to approve the agenda as amended.

Comments from Trustee Howe regarding a typo sent to Clerk Strelecki.

Ayes: 6. Nays: 0

**MOTION DECLARED CARRIED**

**CONSENT AGENDA**

- A. Bills for Payment from 4/30/2015 through 5/12/2015 in the Amount of \$129,624.27.
- B. Minutes of the November 4, 2014 Regular Village Board Meeting.
- C. Minutes of the May 5, 2015 Regular Village Board Meeting.
- D. Lake Michigan Water Internal System Improvements -Phase I Pay Request #7 to Berger Excavating Contractors, Inc. in the Amount of \$44,037.44.
- E. Lake Michigan Water Internal Improvements Phase II - Design Engineering Services Amendment #1.

**7. MOTION TO APPROVE ITEMS A THROUGH E ON THE CONSENT AGENDA**

A motion was made by Trustee Starkey, seconded by Trustee Barbini to approve the agenda.

Ayes: 6. Nays: 0

**MOTION DECLARED CARRIED**

**8. OLD BUSINESS**

A motion was made by Trustee Barbini, seconded by Trustee Howe to approve Item A under Old Business.

Trustee Starkey requested discussion to add the State Law requiring boats with skiers to display orange caution flag to local ordinance as it is not enforceable currently. Attorney Magna confirmed.

President Pro Tem Knight assigned ordinance 2015-0-11.

Ayes: 6. Nays: 0

Village Administrator reported the status of the Governance Effectiveness Sessions regarding Village Communications. The Committee is asking for a long-term solution in the form of an overall Code of Conduct among the Elected Officials which would describe what the expectations are for each other. The short-term solutions will be distribution of the Mayor's Message on non-agenda weeks. A draft will be sent to the other Elected Officials with a reasonable advance notice prior to release to the general public to allow for review. All questions and concerns will be directed to Village Administrator Maxeiner. Messages will focus on current Board meeting topics and strategic goals. Village Administrator Maxeiner explained that 'reasonable advance notice' is twenty-four to forty-eight hours. It was the consensus of the Board to continue discussion.

**9. NEW BUSINESS**

Request for an extension of the "Winding Down" Liquor License for Bliss Wine and Gifts to Expire on July 1, 2015.

A motion was made by Trustee Howe, seconded by Trustee Black to approve the extension.

Aye: 6. Nay 0.

Consideration and Approval of Construction Engineering Services Agreement with RHMG Engineers, Inc. for the Lake Michigan Water Internal Improvements Phase 2 – Construction Engineering Services Agreement.

A motion was made by Trustee Black, seconded by Trustee Arnswald to approve the agreement.

Aye: 6. Nays:0.

**10. MAYOR'S REPORT** President Pro Tem Knight commented on the cleaning efforts for both Route 12 and Bangs Lake. Memorial Day Parade on Monday, May 25th. Trustees should meet at the Park District at 9:00am and will be handing out flags in the parade.

**11. COMMITTEE REPORTS & TRUSTEES' COMMENTS** Trustees welcomed and thanked the appointees as well as those that helped with the clean-up efforts. License and Admin has completed 132 of the 140 chapters. Next meeting June 23, 2015. Marketing Committee Meeting Tuesday, May 26<sup>th</sup>. Cruise Night coming up in June and looking for sponsors. Trustee Starkey requested a monthly budget recap to be included in packets. Development Committee Meeting, June 9<sup>th</sup>.

**12. EXECUTIVE SESSION**

- A. (5 ILCS 120, 2 C 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine validity.
- B. (5 ILCS 120, 2 C 2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

Motion to recess to Executive Session made by Trustee Starkey, seconded by Trustee Barbini at 7:49PM.

Ayes: 6. Nays: 0.

MOTION DECLARED

**14. ADJOURNMENT**

A motion was made to adjourn the meeting at 8:15 p.m.

Ayes: 6 Nays: 0

MOTION DECLARED CARRIED

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Alise B. Homola,  
Executive Administrative Assistant



**VILLAGE OF WAUCONDA  
REGULAR VILLAGE BOARD MEETING  
101 N. MAIN STREET, WAUCONDA, IL  
TUESDAY, MARCH 15, 2016**

1. **CALL TO ORDER:** The Mayor called the Regular Village Board Meeting to order at 7:00 P.M. in the Village Hall.
2. **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was led by Boy Scout Troop 90.
3. **ROLL CALL:** Upon roll call of Clerk Strelecki the following Trustees were present  
Present: Trustees Knight, Barbini, Starkey, Arnswald, Black, and Howe  
**QUORUM PRESENT**

Present: Doug Maxeiner, Village Administrator, Brad Fink, Director of Public Works, Chris Miller, Director of Building, Planning, and Zoning, Police Chief, David Wermes, and Rudy Magna, Village Attorney

5. **APPOINTMENTS**-Clerk Strelecki swore in both appointees.
  - A. Appointment of Rebecca Casper to the Police Pension Board for the Term Expiring 4/30/17
  - B. Re-appointment of Amy Poduch to Police Pension Board for the Term Expiring 4/30/18
6. **PUBLIC COMMENT:**

**Maria Weisbruch**-Thanked the Board for having a resume for appointment submitted to the Board packet.

**Glenn Starkey:** He is available for any questions of comments if needed.

**7. APPROVAL OF AGENDA**

Motion to approve the agenda made by Trustee Howe, second by Trustee Black.

Ayes 6 Nays 0

**MOTION DECLARED CARRIED**

*(Last Ordinance No. was 2016-O-13) (Last Resolution No. was 2016-R-01)*

**8. MOTION TO APPROVE CONSIDERATION OF CONSENT AGENDA BY OMNIBUS VOTE**

Motion to approve consideration of consent agenda by omnibus vote made by Trustee Black, second by Trustee Arnswald

Ayes 6 Nays 0

**MOTION DECLARED CARRIED**

**9. CONSENT AGENDA**

- A. Bills for Payment from February 24, 2016 through March 8, 2016 in the Amount of \$277,698.53
- B. Minutes of the February 16, 2016 Regular Village Board Meeting
- C. Minutes of the March 1, 2016 Regular Village Board Meeting

**10. MOTION TO APPROVE ITEMS A THROUGH C ON THE CONSENT AGENDA**

Motion to approve items A through C on the consent agenda made by Trustee Arnswald, second by

Trustee Starkey

Ayes 6 Nays 0

MOTION DECLARED CARRIED

**11. OLD BUSINESS**

- A. Designation of Community Events Under the Special Event Policy-Admin. Maxeiner reviewed the spreadsheet for Special Events in the Community. This is the beginning of discussion for these events. He has had communication with Nancy from the Park District and he will follow up with her after the Board meeting. Trustee Starkey and Trustee Knight agreed that the Village should reach out more to the Park District and the Chamber about the expense of these events. Trustee Howe agreed that these events are important. He would like to see these entities participate in a Committee meeting. Admin. Maxeiner discussed the expense of Police Department 1 1/2 time \$66/hr. and double time \$88/hr. Move to Marketing Committee meeting for further discussion.
- B. Natural Resources Committee Recommendation to Consider and Approve an Ordinance Amending Sections 92.097 and 92.098 of Title IX of the Code of Wauconda Revising the Traffic Rules and Waterskiing, Personal Watercraft or Specialty Prop-Craft Operation-Director Fink discussed the recommendations from the Natural Resources Committee to amend the hours of "No-Wake" at sunset.

Motion to approve an Ordinance Amending Sections 92.097 and 92.098 of Title IX of the Code of Wauconda Revising the Traffic Rules and Waterskiing, Personal Watercraft or Specialty Prop-Craft Operation made by Trustee Starkey, second by Trustee Barbini

Ayes 6 Nays 0

MOTION DECLARED CARRIED

- C. Natural Resources Committee Recommendation to Consider and Approve an Ordinance Amending Section 92.006 of Chapter 92 of Title IX of the Wauconda Code of Ordinances Entitled Size Limitation-Director Fink mentioned that the Pumpkinseed fish is the most prolific predator of zebra mussels.

Motion to approve an Ordinance Amending Section 92.006 of Chapter 92 of Title IX of the Wauconda Code of Ordinances Entitled Size Limitation made by Trustee Barbini, second by Trustee Knight.

Ayes 6 Nays 0

MOTION DECLARED CARRIED

Regular Village Board Meeting

March 15, 2016

Page 2 of 4

**12. NEW BUSINESS**

- A. Renewal of the Employee Medical, Dental, Life, Vision and Health Reimbursement Account Plans for the 2016/17 Health Plan Year-Admin. Maxeiner reviewed the financial changes for medical and dental coverage. Medical will remain with United Healthcare, Dental switch to UNUM, Life-Standard, Vision-VSP and Health Reimbursement Account -Difference Card.

Motion to approve Renewal of the Employee Medical, Dental, Life, Vision and Health Reimbursement Account Plans for the 2016/17 Health Plan Year made by Trustee Knight, second by Trustee Howe.

Ayes 6 Nays 0

MOTION DECLARED CARRIED

- B. Authorization for Public Works to Participate in the State of Illinois and Lake County Joint Purchasing Program in 2016 for the Purchase of Bulk Rock Salt for Snow and Ice Control-Director Fink reviewed background and it is \$15,000 less than last year.

Motion to approve Authorization for Public Works to Participate in the State of Illinois and Lake County Joint Purchasing Program in 2016 for the Purchase of Bulk Rock Salt for Snow and Ice Control made by Trustee Howe, second by Trustee Black

Ayes 6 Nays 0

MOTION DECLARED CARRIED

- C. An Ordinance Amending Section 119 Title XI Entitled Alcoholic Beverages of the Village of Wauconda, Illinois Village Code-Admin, Maxeiner reviewed background and omission of license for caterers from past approval.

Motion to approve an Ordinance Amending Section 119 Title XI Entitled Alcoholic Beverages of the Village of Wauconda, Illinois Village Code made by Trustee Black second by Trustee Arnswald.

Ayes 6 Nays 0

MOTION DECLARED CARRIED

- D. Approval of a Memorandum of Understanding with the Lake County Sheriff's Office for the Village of Wauconda Police Department's Participation in the Lake County Gang Task Force-Police Chief Wermes reviewed background for participation in multi-agency cooperative and task forces for illegal drug and gang enforcement efforts. Attorney Magna defined Limitation of Liability with participation in a joint law enforcement agency.

Motion to approve a Memorandum of Understanding with the Lake County Sheriff's Office for the Village of Wauconda Police Department's Participation in the Lake County Gang Task Force made by Trustee Arnswald, second by Trustee Starkey

Ayes 6 Nays 0

MOTION DECLARED CARRIED

- E. Natural Resources Committee Recommendation to Implement a Bangs Lake Herbicide Cost Share Program-Director Fink the plan and expenses for the Bangs Lake Herbicide Cost-Share Program. The \$10,000 expense is collected from the Marine stickers cost. There will be a meeting tomorrow night at the Park District.

Motion to approve the Natural Resources Committee Recommendation to Implement a Bangs Lake Herbicide Cost Share Program made by Trustee Starkey, second by Trustee Barbini

Ayes 6 Nays 0

MOTION DECLARED CARRIED

- F. Agreement with Lake Zurich on the Housing of Overnight Detainees-Admin. Maxeiner reviewed the IGA that will be needed to cover the terms and conditions of this relationship. Police Chief Wermes stated that this is common and some prisoners may be transported to Lake County. Attorney Magna stated that this has been reviewed.

13. **MAYOR'S REPORT:** He thanked everyone who participated in the Roadside Clean up. The warning sirens issues have been fixed. IEPA low interest loan is 1.86 rate for the Lake Michigan Water. It save the Village .....Smart meter change out will begin in August, some will be changed out next month. Shamrock The Block is March 17-20, 2016. He attended the Transfiguration Church hosting the orphans from El Salvador.

14. **COMMITTEE REPORTS & TRUSTEE COMMENTS**

**Trustee Knight**-Thanked everyone for their discussion on the Farmers Market and Cruise Nights. Thanked Deputy Chief Bender for 25 years of service in Wauconda.

**Trustee Barbini**-The Development Committee met last week to discuss issues. They will review the Business Survey. Next meeting is April 12th @5:30 P.M. Progress report on Economic Strategic Plan.

**Trustee Starkey**-Need new signs for the changes of the fish. Chief Wermes and Marine Unit have been proactive on educating the community. She feels that these events are important to this community and she would like to see the Village work with these entities.

**Trustee Howe**- Shamrock The Block is this weekend. Have fun be safe. License and Admin. Committee met this evening finalizing the Village Ordinances

15. **ADJOURNMENT**

Motion to adjourn made by Trustee Barbini, second by Trustee Knight.

Ayes 6 Nays 0

MOTION DECLARED CARRIED

**Adjourn 8:15P.M.**

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*Gina M. Strolecki, Village of Wauconda Clerk*

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## CONSENT AGENDA

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**TO:** Mayor Bart and Village Board

**FROM:** Douglas K. Maxeiner, Village Administrator

**FOR:** April 5, 2016 Regular Village Board Meeting

**RE:** Approval of a Contract with Melrose Pyrotechnics, Inc. in an Amount not-to-exceed \$21,000 for the Provision of a Fireworks Display on July 3, 2016 in the Village of Wauconda

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**Background.** Melrose Pyrotechnical, Inc. has provided the fireworks displays for the Village for several years. Melrose has proven to be a reliable, safety conscious provider for these services while also providing excellent aesthetically pleasing shows. Due to the generosity of the donors to the Fireworks Fund, additional funds are available to apply to the show in 2016.

**Analysis.** Prior shows have typically been in the \$18,000 to \$19,000 range. Deb Ogorzaly, the fireworks display and fundraising coordinator, has recommended increasing the show to \$21,000 in 2016. Donations pay for the entire fireworks display annually and are expected to do so again in 2016. Due to the increase in funding level and having the cost exceed \$20,000, the Village Board should authorize the additional expense and contract with Melrose in 2016. \$21,000 is included in the budget request for FY 2016/17.

Melrose provides insurance limits consistent with Village policy and the Village is added as an additional insured on their insurance policies.

**Recommendation.** Staff recommends that the Village Board award the contract for the July 3<sup>rd</sup> fireworks display to Melrose Pyrotechnics, Inc. in an amount not-to-exceed \$21,000.



# MELROSE PYROTECHNICS, INC.

## AGREEMENT

This contract entered into this 1<sup>st</sup> Day of March AD 2016 by and between MELROSE PYROTECHNICS, INC. of Kingsbury, Indiana and Village of Wauconda (CUSTOMER) of City Wauconda State IL.

WITNESSETH: Melrose Pyrotechnics, Inc. for and in consideration of the terms hereinafter mentioned, agrees to furnish to the Customer One (1) Fireworks Display(s) as per agreement made and accepted and made a part hereof, including the services of our Operator to take charge of and fire display under the supervision and direction of the Customer, said display to be given on the evening of July 3, 2016 Customer Initial \_\_\_\_\_, weather permitting, it being understood that should inclement weather prevent the giving of this display on the date mentioned herein the parties shall agree to a mutually convenient alternate date, within six (6) months of the original display date. If the show is rescheduled prior to our truck leaving the facility, Customer shall remit to Melrose Pyrotechnics, Inc. an additional 15% of the total contract price for additional expenses in presenting the display on an alternate date. If the show is rescheduled after our trucks leave the facility, Customer shall remit to Melrose Pyrotechnics, Inc. an additional 40% of the total contract price for additional expenses incurred. The determination to cancel the show because of inclement or unsafe weather conditions shall rest within the sole discretion of Melrose Pyrotechnics, Inc. In the event the Customer does not choose to reschedule another date or cannot agree to a mutually convenient date, Melrose Pyrotechnics, Inc. shall be entitled to 50% of the contract price for costs, damages and expenses. If the fireworks exhibition is canceled by Customer prior to the display, Customer shall be responsible for and shall pay to Melrose Pyrotechnics, Inc. on demand, all Melrose Pyrotechnics Inc.'s out of pocket expenses incurred in preparation for the show including, but not limited to, material purchases, preparation and design costs, deposits, licenses and employee charges.

MELROSE PYROTECHNICS, INC. agrees to furnish all necessary fireworks display materials and personnel for a fireworks display in accordance with the program approved by the parties. Quantities and varieties of products in the program are approximate. After final design, exact specifications will be supplied upon request. Should this display require any Union related costs; their fees are not included in this agreement.

It is further agreed and understood that the CUSTOMER is to pay MELROSE PYROTECHNICS, INC. the sum of Twenty-One Thousand Dollars and 00/100 (\$21,000.00). A service fee of 1 ½ % per month shall be added, if account is not paid within 30 days of the show date.

MELROSE PYROTECHNICS, INC. will obtain Public Liability and Property Damage and Workers Compensation Insurance. All those entities/individuals who are listed on the certificate of insurance will be deemed an additional insured on our liability policy.

CUSTOMER will provide the following items:

- (a) Sufficient area for the display, including a minimum spectator set back of 420 feet at all points from the discharge area.
- (b) Protection of the display area by roping-off or similar facility.
- (c) Adequate police protection to prevent spectators from entering display area.
- (d) Search of the fallout area at first light following a nighttime display.

It is further agreed and mutually understood that nothing in this contract shall be construed or interpreted to mean a partnership, both parties being hereto responsible for their separate and individual debts and obligations and neither party shall be responsible for any agreements not stipulated in this contract. Customer agrees to pay any and all collection costs, including reasonable attorney's fees and court costs incurred by Melrose Pyrotechnics, Inc. in the collection or attempted collections of any amount due under this agreement and invoice.

The parties hereto do mutually and severally guarantee terms, conditions, and payments of this contract, these articles to be binding upon the parties, themselves, their heirs, executors, administrators, successors and assigns.

MELROSE PYROTECHNICS, INC.

By Wynn Cramer

Date Signed: March 1, 2016

**Wynn Cramer - Event Producer**  
P.O. Box 302, 1 Kingsbury Industrial Park  
Kingsbury, IN 46345  
(800) 771-7976  
wynn@melrosepyro.com

CUSTOMER

By \_\_\_\_\_  
Is duly authorized agent, who represents he/she has full authority to bind the customer.

Date Signed \_\_\_\_\_  
(PLEASE TYPE OR PRINT)

Name \_\_\_\_\_  
Address \_\_\_\_\_

Phone \_\_\_\_\_  
Email \_\_\_\_\_

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## CONSENT AGENDA

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**TO:** Mayor Bart and Village Board

**FROM:** Douglas K. Maxeiner, Village Administrator

**FOR:** April 5, 2016 Regular Village Board Meeting

**RE:** Approval of an Intergovernmental Agreement between the Village of Wauconda and the Village of Lake Zurich Regarding the Use of the Village of Lake Zurich Police Holding Facility

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**Background.** The overnight detention of prisoners was a frequent topic of discussion during the deliberations on consolidated dispatch. Staff has proposed that detainees requiring overnight stays, statutorily or by circumstance, are housed at the Lake Zurich Police Department. As such an intergovernmental agreement (IGA) will be needed to cover the terms and conditions for this relationship. Police Chief Husak and the Village Attorney for Lake Zurich have provided the attached draft IGA. Village Attorney Magna has also received a copy of the proposed IGA.

**Analysis.** The highlights of the agreement are as follow:

Section 1.2 Detainee housing in Lake Zurich detention facility available to Wauconda 24 hours a day, 7 days a week (unless facility is full – Section 1.10).

Section 1.3 Meals, transportation of Wauconda detainee are to be the responsibility of Wauconda.

Section 1.10 Lake Zurich PD can refuse to hold a detainee when facility is full.

Section 2.2 Termination can be initiated by either party without cause, with 30 day's notice.

Section 5.1 Fees shall be \$75 per day for any portion of a day a detainee is held. A detainee held Friday evening and released Saturday morning would be considered two days for billing purposes.

**Recommendation.** Staff recommends approval of the ordinance and intergovernmental agreement.

**ORDINANCE NO. 2016-O-\_\_\_**

**AN ORDINANCE APPROVING AN INTERGOVERNMENTAL AGREEMENT  
BETWEEN THE VILLAGE OF WAUCONDA AND THE VILLAGE OF LAKE ZURICH  
REGARDING THE USE OF THE VILLAGE OF LAKE ZURICH POLICE HOLDING FACILITY**

*WHEREAS*, the Corporate Authorities of the Village Wauconda are authorized to enter into this Intergovernmental Agreement pursuant to the Illinois Constitution and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq.; and

*NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF WAUCONDA, LAKE COUNTY, ILLINOIS*, as follows:

**SECTION I:** That the attached "Agreement" between the Village of Lake Zurich and the Village of Wauconda be and is hereby approved and ratified.

**SECTION II:** That the Mayor is hereby directed and authorized to execute said Agreement on behalf of the Village of Wauconda and the Clerk shall attest to his signature and affix the seal of the Village to her certification.

**SECTION III:** That the Agreement shall be executed in several duplicate originals and duplicates of the executed agreement shall be delivered to all parties thereto.

**SECTION IV:** That this ordinance be in full force and effect from and after its passage and approval as required by law.

PASSED this 5<sup>th</sup> day of April, 2016.

	Ayes:	Nays:	Absent/Abstain:
Lincoln F. Knight	_____	_____	_____
John F. Barbini Ed. D	_____	_____	_____
Linda Starkey	_____	_____	_____
Ken Arnsward	_____	_____	_____
Chuck Black	_____	_____	_____
Tim Howe	_____	_____	_____

APPROVED:

By: \_\_\_\_\_ Date: April 5, 2016

FRANK A. BART, Village President

ATTEST:

By: \_\_\_\_\_

GINA STRELECKI, Village Clerk

Presented and read, or reading having been waived, at a duly convened meeting of the Corporate Authorities on April 5, 2016.

\_\_\_\_\_  
GINA STRELECKI, Village Clerk

**INTERGOVERNMENTAL AGREEMENT BETWEEN  
THE VILLAGE OF WAUCONDA AND THE  
VILLAGE OF LAKE ZURICH REGARDING THE USE  
OF THE VILLAGE OF LAKE ZURICH  
POLICE HOLDING FACILITY**

**THIS AGREEMENT** (the "Agreement") is entered into on this \_\_\_\_ day of \_\_\_\_\_ 2016, by and between the Village of Lake Zurich, Lake County, Illinois, an Illinois municipal corporation ("Lake Zurich"), and the Village of Wauconda, Lake County, Illinois, an Illinois municipal corporation ("Wauconda").

**WITNESSETH:**

**WHEREAS**, Article VII, Section 10 of the 1970 Illinois Constitution and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 *et.seq.*, authorize and encourage intergovernmental cooperation; and

**WHEREAS**, Lake Zurich and Wauconda are municipalities or units of government as provided in Article VII of the 1970 Illinois Constitution; and

**WHEREAS**, Lake Zurich maintains an active and equipped police department, including police officers, vehicles and equipment, and is willing and able to provide the use of the Lake Zurich Police Holding Facility, located at 200 Mohawk Trail, Lake Zurich, Illinois, to the Village of Wauconda for the purpose of temporarily holding detainees of the Wauconda Police Department; and

**WHEREAS**, the Village of Wauconda does maintain an active and equipped police department, however it is not in a position to hold its detainees due to cuts in personnel; and

**WHEREAS**, Lake Zurich is willing and able to provide use of the Lake Zurich Police Holding Facility in order to house Wauconda's detainees, and the parties wish to associate, cooperate and enter into an intergovernmental agreement that so provides; and

**WHEREAS**, Section 11-1-2.1 of the Illinois Municipal Code, 65 ILCS 5/11-1-2.1 provides authority for agreements between municipalities for police assistance; and

**WHEREAS**, it is in the best interest of Lake Zurich and Wauconda to enter into this Agreement;

**NOW, THEREFORE**, in consideration of the mutual covenants and promises contained within this Agreement, Lake Zurich and Wauconda agree as follows:

**SECTION 1 – RIGHTS AND RESPONSIBILITIES**

- 1.1 - The above recitals to this Agreement are hereby incorporated as if fully set forth herein.

- 1.2 Lake Zurich shall, in accordance with the terms and conditions set forth in this Agreement, and in accordance with commonly accepted law enforcement practices, allow Wauconda to use the Lake Zurich Police Holding Facility for the purpose of housing detainees arrested by the Wauconda Police Department on a twenty four (24) hours a day, seven (7) days a week basis.
- 1.3- Wauconda agrees to be responsible for the meals, transportation of its detainees to and from court, the transportation of its detainees for medical purposes and for the reimbursement for the cost of transportation of its detainees in the case of an emergency.
- 1.4 Wauconda agrees to be responsible for damages caused by its detainees to Lake Zurich property, and for the medical or hospital costs of its detainees to be paid on behalf of its detainees as mandated by State and Federal law.
- 1.5 Wauconda shall provide and be responsible for the processing, bonding, and authorization of the release of all detainees transported to the Lake Zurich Police Holding Facility by Wauconda. Lake Zurich shall be responsible for the maintenance and operation of the Holding Facility and for the supervision of detainees.
- 1.6 Wauconda Police Officers shall inform themselves of and abide by the following Lake Zurich Police Department General Orders which are attached hereto as Exhibit A and incorporated by reference.
- 1.6.1 200.250 "*Prisoners - Booking, Housing, Transfer, and Release*"
- 1.6.2 200.250(M)(1) "*Instructions for the Completion of the IDOC Report of Extraordinary or Unusual Occurrence*"
- 1.6.3 200.255 "*Prisoners – Transportation and Restraint*"
- 1.7 A detainee brought to the Lake Zurich Police Department Holding Facility by Wauconda that exhibits strange or suicidal behavior, threatens to harm themselves or anyone else, has the potential to harm themselves or has a known mental condition will not be housed in the Lake Zurich Holding Facility and as such a determination shall be made by Lake Zurich Police personnel, within their sole discretion. Further, Wauconda Police Officers shall advise appropriate Lake Zurich Police personnel of any such behavior or known mental condition prior to delivering a detainee to the Lake Zurich Police Holding Facility.
- 1.8 Wauconda agrees to write into its action plans contingency efforts in regards to capacity issues if the Lake Zurich Police Holding Facility becomes full or emergency circumstances dictate not accepting detainees from Wauconda.
- 1.9 Wauconda shall, in accordance with the terms and conditions of this Agreement, pay to Lake Zurich the fees and costs for the provision of such services as set forth in section 5 of this Agreement.
- 1.10 Lake Zurich Police personnel shall have the authority to refuse to hold a detainee for Wauconda in the event the Lake Zurich Police Holding Facility is at capacity or close to capacity,

## SECTION 2 – TERM and TERMINATION

2.1 Unless otherwise terminated by either party pursuant to this Section, this Agreement shall remain in full force and effect for the period from \_\_\_\_\_, 2016, through \_\_\_\_\_, 20\_\_\_\_. If neither party terminates the agreement at least thirty (30) days prior to \_\_\_\_\_ (end date above) by providing written notice of such termination in accordance with Section 9 below, the Agreement shall automatically renew for additional one year periods subject to the termination rights set forth in Paragraph 2.2.

2.2 This Agreement may be terminated by either party at any time, without cause upon thirty (30) days written notice.

2.3 In the event of any substantive breach of the terms and conditions of this Agreement, the aggrieved signatory shall notify the signatory alleged to be in breach of the nature of the breach. The signatory alleged to be in breach shall have thirty (30) days to cure the default; if the nature of the default is such that a cure cannot reasonably be effected within thirty (30) days, the signatory alleged to be in breach shall not be held in default so long as it commences a cure in the thirty (30) day period and diligently pursues completion thereof. Upon default of this Agreement, the non-defaulting party may terminate this Agreement without prejudice and shall have all legal and equitable remedies arising from the breach.

## SECTION 3 – DUTIES AND AUTHORITY OF POLICE OFFICERS

3.1 Lake Zurich Police Officers shall be authorized at all times to enforce the laws, ordinances, and regulations of Lake Zurich, the State of Illinois, and the United States of America upon any person arrested in Wauconda and transferred to Lake Zurich to be temporarily housed in the Lake Zurich Police Holding Facility.

3.2 All Lake Zurich police officers, vehicles, and equipment shall at all times remain under the sole and exclusive control and command of the Lake Zurich Chief of Police.

3.3 This Agreement shall not be construed so as to limit or decrease in any way the authority or ability of Lake Zurich police officers to enforce the laws, ordinances and regulations of Lake Zurich, the State of Illinois, or the United States of America within the corporate limits of Lake Zurich.

3.4 All Lake Zurich Police Officers and Employees providing services under this Agreement shall remain solely under the command structure of the Village of Lake Zurich at all times.

## SECTION 4 – LIABILITY AND INDEMNIFICATION

4.1 Wauconda shall defend, protect, indemnify, save and forever hold harmless Lake Zurich and/or any of its officers, officials, employees, agents, and/or representatives from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses, including but not limited to court costs, litigation expenses, insurance deductibles, and attorneys' fees and expenses, which Lake Zurich and/or its officers, officials, employees, agents, and/or representatives may incur, suffer, or sustain, or for which Lake

Zurich and/or its officers, officials, employees, agents, and/or representatives may become obligated by reasons of any accident, injury to, or death of any persons, or loss of, or damage to, any property, or civil and/or constitutional infringement of civil rights or liberties (specifically including violations of any and all federal civil rights statutes, regulations, and constitutional provisions) arising directly or indirectly from, in connection with, under, or as a result of the Agreement by virtue of any act or omission of any of Wauconda's officers, officials, employees, agents, and/or representatives. This provision is entered into pursuant to Sections 5/1-4-6 and 5/1-1-2.1 of the Illinois Municipal Code, 65 ILCS 5/1-4-6; 65 ILCS 5/11-1-2.1.

4.2 Lake Zurich shall defend, protect, indemnify, save and forever hold harmless Wauconda and/or any of its officers, officials, employees, agents, and/or representatives from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses, including but not limited to court costs, litigation expenses, insurance deductibles and attorneys' fees and expenses, which Wauconda and/or its officers, officials, employees, agents, and/or representatives may incur, suffer, or sustain, or for which Wauconda and/or its officers, officials, employees, agents, and/or representatives may become obligated by reasons of any accident, injury to, or death of any persons, or loss of, or damages to, any property, or civil and/or constitutional infringement of civil rights or liberties (specifically including violations of any and all federal civil rights statutes, regulations, and constitutional provisions) arising directly or indirectly from, in connection with, under, or as a result of this Agreement by virtue of any act or omission of any of Lake Zurich officers, officials, employees, agents, and/or representatives. This provision is entered into pursuant to Sections 5/1-4-6 and 5/1-1-2.1 of the Illinois Municipal Code, 65 ILCS 5/1-4-6; 65 ILCS 5/11-1-2.1.

4.3 Wauconda shall carry and maintain comprehensive general public liability insurance, which shall include coverage for personal liability, contractual liability, automobile coverage, bodily injury, death and property damage, in a minimum amount of \$5,000,000 combined single limit, which insurance shall include Lake Zurich as a named additional insured. Wauconda shall present evidence of the required insurance coverage to Lake Zurich prior to the commencement of the term of this Agreement.

## SECTION 5 – FEES

5.1 Wauconda shall pay Lake Zurich seventy-five dollars (\$75.00) per calendar day per detainee housed in the Lake Zurich Police Holding Facility. A calendar day shall be defined as any component of a calendar day spent by a detainee in the Lake Zurich Police Holding Facility. For example, if a detainee is brought to the Lake Zurich Police Holding Facility on a Friday evening and is transferred out on a Saturday morning, Wauconda will be charged for two (2) calendar days or one hundred fifty dollars (\$150.00).

## SECTION 6 – PAYMENT

6.1 On or before the tenth (10<sup>th</sup>) day of each month, Lake Zurich shall provide to Wauconda an invoice for the monthly costs incurred for the prior month. Payment shall be made within thirty (30) days of mailing of the invoice.



## SECTION 7 – FINANCING CONTINGENCY

7.1 Lake Zurich and Wauconda expressly agree to comply with all legal and administrative requirements that govern the acceptance and use of the federal grant funds received for law enforcement purposes, as such requirements may be amended from time to time.

## SECTION 8 – ACCOUNTABILITY

8.1 The Lake Zurich Chief of Police and the Village Manager shall administer this Agreement on behalf of Lake Zurich. The Wauconda Chief of Police and the Village Administrator shall administer this Agreement on behalf of Wauconda. The respective Chiefs of Police shall establish reasonable protocols for the admittance and discharge of prisoners.

8.2 Notice or other writings which any party desires or is required to serve upon the other party in connection with this Agreement shall be in writing and shall be delivered electronically or certified mail return receipt requested, postage prepaid, addressed to the respective Chief of Police.

For notices and communications to Lake Zurich:

Chief of Police  
Village of Lake Zurich  
200 Mohawk Trail  
Lake Zurich, Illinois 60047

For notices and communications to Wauconda:

Chief of Police  
Village of Wauconda  
311 S. Main Street  
Wauconda, IL 60084

## SECTION 9 – GENERAL TERMS AND CONDITIONS

9.1 If any provision of this Agreement is held to be invalid for any reason, such invalidation shall not render invalid other provisions of this Agreement which can be given effect in the absence of the invalid provision, provided that the invalidation of such provision does not materially impact the purpose for which this Agreement was entered.

9.2 Any other agreements, understandings, representations, and/or promises between the parties hereto concerning the subject matter hereof, whether written, oral or otherwise, are hereby canceled and superseded by the Agreement upon its approval and acceptance by the parties. This Agreement encompasses the full and complete understanding of the parties with respect to the subject matter contained herein.

9.3 This Agreement shall be construed in accordance with the laws and Constitution of the State of Illinois.

9.4 All of the terms and conditions of this Agreement are hereby made binding, on the respective successors and assigns of both parties hereto.

9.5 Nothing contained in the Agreement is intended to constitute, nor shall constitute a waiver of the defenses available to either of the Parties under the Illinois Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/1-101 *et seq.*) with respect to claims by third parties.

IN WITNESS WHEREOF, the undersigned municipal governments have caused this Agreement to be duly executed on this \_\_\_\_\_ of \_\_\_\_\_ 2016.

VILLAGE OF LAKE ZURICH

By: \_\_\_\_\_  
Village President

ATTEST:

By: \_\_\_\_\_  
Village Clerk



VILLAGE OF WAUCONDA

By: \_\_\_\_\_  
Village President

ATTEST:

By: \_\_\_\_\_  
Village Clerk

**Lake Zurich Police Department****General Order**

Effective Date February 10 <sup>th</sup> , 1998		Revised Date April 30, 2014		Number 200.250	
Subject <b>Prisoners - Booking, Housing, Transfer, and Release</b>				Action	
Reference 20 ILCS 2630/5 (a), 705 ILCS 405/1-4.1, 720 ILCS 5/103 et. seq., 20 Illinois Administrative Code - Chapter I - Subchapter g - Part 720, CALEA Chapter 71 and 72				Related General Orders 200.255 Prisoners/Others – Transport and Restraint 200.520, 100.003, 200.250(M)(1), 200.250(M)(2)	
Distribution All		Re-Evaluation Date Periodically		Number of Pages 11	
Approved: <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">               Steven D. Husak – Chief of Police           </div> <div style="text-align: center;">               Kevin Finlon – Deputy Chief of Police           </div> </div>					

- Policy:** It is the policy of the Lake Zurich Police Department to provide a uniform system of booking, housing and releasing any person arrested and/or housed by this Department.
- Procedure:** The arresting officer is responsible for insuring that all required records are completed. In the event that an arrested subject cannot be fully processed, the arresting officer must inform the on-duty supervisor. No subject will be released until booking procedures are completed.

**I. Safety Precautions - Generally**

- A. Searches - Prior to entering a secure detention area, an arrested subject shall be searched for weapons and other contraband. This search may be conducted at the scene of the arrest and/or immediately outside of the secure detention area. The "secure detention area" is that area beyond the vehicle sally port, and includes the both pedestrian sally ports.
- B. Weapons - Officers **shall** not enter a secure detention area while armed with a firearm or other weapon other than oleoresin capicum (OC) spray.
- C. Monitor - Communications Center personnel must audibly monitor the detention area and vehicle sally port while an officer is processing a detainee to enhance officer safety. Officers should be aware that interviews may also be monitored and that appropriate measures should be taken if the conversation is sensitive in nature (i.e. victim/witness statements). Such actions include, closing the interview room door or using another portion of the Police Facility. Communications personnel should use the video monitors to supplement their ability to monitor the Booking Room. Caution will be used in the use of video monitoring to ensure that the detainees personal privacy will not be invaded.
- D. Officers should be aware of the existence and location of the panic alarm remotes.
- E. Observation - Officers have an obligation to maintain constant surveillance of any detainee while they are at-large in the Booking/Processing area.
- F. Insure that the Booking/Detention area is returned to its proper condition. If necessary, create a work order to correct problems.
- G. All authorized personnel will receive training on the operations of the Detention facility, to include Fire Suppression and equipment for use in the facility.
- H. Access to detention is prohibited to all non-essential personnel unless accompanied by sworn personnel and authorized by command.
- I. Documented weekly visual inspections and semi-annual testing of Fire suppression Equipment will be conducted.
- J. Daily visual inspections and documented testing of the automated Fire Detection and alarm systems will be conducted in accordance with local fire codes.

- K. To ensure security and safety for detainees and department personnel, all doors located in the detention area will be locked at all times. A weekly security inspection, to include searching for weapons and contraband will be conducted. Cells, locks and doors will be inspected for possible tampering and damage.
- L. Weekly sanitation and pest control inspections will be conducted within the detention facility. The Village Pest Control Vendor will be on site on a monthly basis for inspection and any corrective actions taken unless notified sooner of an existing problem.

## II. Transportation/Sally Port

- A. Transportation – Persons who are placed under arrest and transported to the Police Facility for booking should be secured and properly restrained using passenger restraint devices in the rear seat of Department vehicles equipped with a prisoner transport barrier.
- B. Transportation Persons under 17 and opposite Gender - Officer transporting persons under the age of 17 or of the opposite gender shall notify dispatch the he or she is bringing in a prisoner and shall provide the starting mileage. The officer may utilize the appropriate code or speak in plain language. Upon arrival at the station the Officer shall notify dispatch of the ending mileage
- C. Sally Port Use-
  - 1. Upon the arrival at the station the transporting officer shall,
    - a. notify dispatch of their arrival and
    - b. Request that the overhead sally port door be opened by the number on the door.
  - 2. The Telecommunicator shall,
    - a. Check (via camera) the sally port and insure that no other detainees are present and at large in the sally port.
    - b. Open the door, after the Telecommunicator has checked the cameras and observed the arriving squad car and that no one is near the door to be opened.
  - 3. Only officers who are transporting prisoners should drive into the sally port. If the transporting officer requests the presence of additional officers in the sally port, all other responding officers shall park outside the sally port and enter through the west side pedestrian door.
  - 4. No prisoner shall be removed from the secured squad car until the doors to the sally port are closed.
  - 5. After removing the prisoner from the car the officer will conduct another search of the arrested person for weapons. After the search the officer must secure all weapons other than OC spray in a gun locker prior to entry into the Booking Detention area. **NO WEAPONS ARE ALLOWED IN THE BOOKING/DETENTION AREA.**
  - 6. In addition to a physical check, all prisoners brought into the booking and detention area **shall** be checked for metallic objects by the transporting officer with the metal detector located in the booking facility. The metal detector will be secured in the Breath Alcohol Testing room.
  - 7. It is the responsibility of all personnel to insure that the Sally Port is kept clean and free of any item that may pose a hazard to officers and prisoners. Any deficiency shall be immediately corrected. If necessary a work order should be generated.
  - 8. After securing the prisoner the squad car should be removed from the sally port as soon as practicable.

## III. Processing/Booking

- A. **Arrest and Booking Record** - An "Arrest and Booking Report" form shall be completed for all persons arrested by the Department and/or who are placed in a holding cell for any reason. All information requested on the form must be completed. If a social security number is obtained from a detainee, and it is going to be included in any computerized record system, the officer

must advise the subject that this record will exist. The detainee does not have to provide this information (Privacy Act 1974). If the record is for a juvenile, the officer shall check the "Juvenile" box on the top of the form.

**B. Fingerprint Cards** - all custodial arrests including local ordinance charges will require the use of

1. The Illinois State Fingerprint Arrest Card
2. local fingerprint (red) card
3. or rolled on the automated fingerprint system.

Fingerprint cards should have clearly defined rolled impressions and must be properly completed by the processing officer.

Juvenile fingerprints will be put on the Illinois State Police Juvenile Arrest and Fingerprint Card. The instructions for the use of the Automated Fingerprint System can be located in 200.250(M)(2).

An arrested subject shall not be released on bond until acceptable fingerprints are obtained.

**C. Photographs**

1. Photograph Log - Two logs are maintained with sequential numbers for juveniles and adults that are arrested. The Adult Log is printed on white paper and the Juvenile Log is printed on yellow paper. The log should be completed and with the following information:

- a. Name of Arrestee
- b. Complaint Number
- c. Date
- d. Offense
- e. Arresting Officer

2. Photo Placard - Officers are responsible for insuring that a photograph is taken which includes the use of the photo placard. Officers must insure that the date is accurate on the placard.
3. Marker Board - Officers shall write the report number and photo number corresponding to the arrest on the marker board located behind and to the right of the subject to be photographed. This information shall be erased after each prisoner is photographed.

**D. Detainee Identification** - An inquiry of the following files will be conducted during the course of processing a detainee:

1. Illinois Secretary of State
2. Law Enforcement Agencies Data System
3. National Crime Information Center
4. Lake County Sheriff Warrants
5. Criminal History (Illinois and Interstate)
6. C.L.E.A.R. or other available database

#### **IV. Detainee Rights**

A subject detained by members of this Department shall be afforded the following rights that include at a minimum:

1. Shall be informed of the nature of the criminal charge.
2. Access to a telephone to make reasonable calls related to the arrest. Detainee's phone calls will not be electronically monitored or recorded without legal authority.
3. The opportunity to obtain bail will not be impeded.
4. Any Strip Search will be conducted in accordance with Illinois Law (725 ILCS 5/103-1) and Department Strip Search Procedure/Policy G.O. 100.003.
5. Confidential access to an attorney, if requested as described in Section V (S). Attorneys do not have the right to enter the secure booking facility.
6. A meal will be provided to a detainee if in custody for a period of four hours or more and the subject is in custody during the following times:

- a. Breakfast 0700-0800
- b. Lunch 1200-1300
- c. Dinner 1700-1800
7. Each detainee should be asked if he/she has children under 18 years of age that require care. If the detainee does have children requiring care, he/she shall be allowed to make arrangements for the care of the children.
8. Private access to rest room facilities without compromising safety or evidence procedures.
9. All other rights provided in accordance with 725 ILCS 5/103 et. seq., 725 ILCS 5/109-1, 725 ILCS 5/110-2 and 4, 725 ILCS 5/110-7(a) and (b).
10. Detainees records will be kept with in Central Records in compliance with G.O. #100.710 and applicable state and federal regulations.
11. Adequate lighting, access to fresh or purified air, drinking water, toilet facilities, and access to a bed or bedding (if held more than 8 hours), will be provided to all detainees, in accordance to all local codes, state or federal regulations.

## V. Housing

The Detention area is divided into 3 pods of 2 cells each. The Cells are identified by the CAD designations as

Pod A	Pod B	Pod C
71J1 (viewable cell with flush drain)	71J3	71J5
71J2 (viewable cell)	71J4	71J6

Each pod may be used to house adults of the same sex or juveniles who have attained the age of 16 held for crimes which if were committed by an adult could result in a term of imprisonment. Persons standing outside the secure area of detention can observe cells 71J1 and 71J2. Those cells should be utilized first. Keys for the cells shall be maintained in the safe located in the base cabinet in the Breath Alcohol Testing Room. After each use the keys must be returned to their secured location. A duplicate key will be located in the 911 Dispatch Center. In addition to the use of keys to enter the pods and cells the Telecommunicator can remotely open each pod and cell. Except in unusual circumstances the pods and cells will be opened by the use of the keys.

- IA. Prior to using a holding cell, the detainee should be observed by another officer or secured to the staging bench and a thorough search of the cell should be conducted by the arresting officer. At no time shall the officer be alone in a cell with a prisoner.
- IB. A detainee shall be thoroughly searched before entering a holding cell. Whenever a subject is placed in a holding cell, the building must be occupied at all times by personnel that are awake and alert. (IL. Adm. Code, Title 20, Chapter I, Subchapter g, Section 720.25(f)(2).
- IC. Personal Property Inventory - All personal property, including belts, shoelaces, matches, cigarettes, etc., will be taken from the detainee, inventoried and secured. A Record of Property Received will be issued in accordance to Department policy. The property will be secured in a property locker designated for such use in the detention area and the processing officer will hold the key. Each cell has a locker individually labeled for such use. If the subject is incarcerated beyond the duty hours of the arresting officer, the key to the locker holding the detainee's personal property will be placed in a box located in the Breath Alcohol Testing Room. The oncoming Supervisor or Investigations personnel must be advised of the status of the incarcerated person. In addition to the arresting officer the last officer to handle the prisoners property will be held responsible for the property. Prior to release or transport to court the officer must conduct a check of the prisoner and his property.
- ID. Persons who are intoxicated must be placed into cell 71J1, which has a special drain that can be flushed.
- IE. Incarceration Record - When a subject is placed into a holding cell, the responsible officer shall notify the Communications Center **and the on-duty Patrol Shift Supervisor or IOC**. The Telecommunicator is responsible for the following:
  1. Put the holding cell to be used in service on the CAD.
  2. Creating a CAD Incident for incarcerated person.

3. The CAD call will include the following information:
    - a. Name
    - b. Charges
    - c. Date of Birth
    - d. Name of Arresting Officer and badge number
    - e. Arrest Report Number
  4. The Communications Center will activate the holding cell audio monitor when a subject is placed in a holding cell.
  5. The Communications Center shall be notified of the following for entry into the CAD call:
    - a. Prisoner Checks
    - b. The detainee entering/exiting the holding cell and who handled the prisoner
    - c. Meals
    - d. Release from Custody
    - e. Medical Treatment
    - f. Dispensing of prescribed or over-the-counter medication
    - g. Any other unusual circumstances
  6. Well-being Checks - The on-duty supervisor is responsible for insuring that in-person well-being checks are conducted. A Telecommunicator, CSO, Officer, or other authorized person can check detainees placed into cells with observation windows without entering the secure detention area. Any member of the department can check those prisoners who are incarcerated in cells without an observation window. After checking the detainee the CAD call must have notes added indicating the status of the detainee.
    - a. An adult (age 17 or above) detainee must be checked at least **every 30 minutes**.
    - b. A Juvenile aged 16 must be checked at least **every 15 minutes and may not be incarcerated for more than 6 hours**. On or before 6 hours the juvenile should be transferred to the custody of a Juvenile Officer who should make arrangement for transfer to the Lake County Juvenile Detention Center.
    - c. **NO JUVENILES UNDER THE AGE OF 16 SHALL BE PLACED INTO HOLDING CELLS IN THE DETENTION AREA**. Those prisoners under the age of 16 should be transferred to the custody of a Juvenile Officer who should make arrangement for transfer to the Lake County Juvenile Detention Center.
    - d. A detainee that exhibits strange behavior or has a known mental condition should be transferred as soon as possible. In special circumstance, for the well being of the detainee, physical checks should be conducted more frequently than is normally required, every 15 minutes.
    - e. A detainee who is restrained as described in Section L shall be checked at least **every 15 minutes**.
  7. LEADS Entry - If a detainee fails or refuses to notify someone related to their incarcerated status, they should be entered into LEADS as an Incarcerated Person. The officer placing the subject into the cell must notify dispatch to have the person entered into LEADS.
- IF. Release - Upon the release of the prisoner
1. When releasing the prisoner Officers shall not enter the occupied cell alone.
  2. The CAD incident shall be printed.
  3. The printed report must be signed by the releasing officer and attached to the original arrest report.
  4. The releasing Officer shall be responsible to provide the appropriate code (9472) to dispatch to close the incarceration report.
  5. The releasing officer shall inspect the cell and if in need of sanitizing shall wipe down the mattress with an approved cleaner and dispose of the blanket.
  6. If a deficiency that is discovered beyond normal cleaning, the officer must put the cell out of service as described in Section V. of this policy.
  7. A work order must be created to correct any deficiencies.

IG. Incarceration Report - The on-duty supervisor will be responsible for informing the relieving supervisor of any subjects that are incarcerated

IH. Medical Screening

1. No detainee will be placed in a holding cell that is seriously ill or injured. Any sick/injured person will be taken for medical treatment prior to being housed by this Department. The Lake Zurich Fire Department should be summoned for such transport to Good Shepherd Hospital. At least one officer should be assigned to ride with the prisoner and provide security. Generally, restraint devices shall be used unless they interfere with the medical treatment. Whenever a prisoner is admitted to a hospital, the officer will notify the shift supervisor. The shift supervisor will determine the need for continuing security at the hospital. The expense for medical treatment will be borne by the detainee.
2. Any person who becomes ill or is injured while in the custody of this Department will be immediately taken for medical treatment at their own expense. The Lake Zurich Fire Department should be summoned to provide transportation to the hospital or treat the detainee. Officers should take appropriate measures to maintain custody of the subject, unless he/she is released on bond. Officers should determine if a detainee requires any prescribed medication. The medication will only be dispensed to the detainee under the direction of a Physician or Paramedic. However, a doctor (prescription form or prescription bottle labeled) must specifically prescribe the medication to the subject. An officer will only dispense over-the-counter medication under the direction of a physician or paramedic. When necessary, Officers who provide or request medical treatment for a detainee will be responsible for completing the appropriate Intergovernmental Risk Management Agency Reports (IRMA).
3. If a detainee receives medical treatment while in the custody of this Department, prior to transporting a detainee to the Lake County Jail, Officers must obtain a copy of the medical release to give to the intake Deputy at the Jail. A copy of the release should be retained for Department records.
4. A first aid kit will be provided and located within the detention area, and inspected weekly.
5. A licensed Physician will review the policies/procedures used by this department, regarding the medical handling of detainees.

II. Only members of the same sex will be housed in cells in each of the 3 pods that are sight and sound separated. At no time are persons of different genders or who are 16 years of age to be held in cells located in the same pod.

II. Generally holding cells are for single occupancy only. All Cells should be locked when vacant.

IK. No smoking is allowed in the holding cells or the Booking/Processing area or at any other location on the property of the Lake Zurich Police Department.

IL. Physical Restraints - Physical restraints will not be used on a detainee while they are occupying a holding cell, unless the detainee is;

- a. Injuring themselves.
- b. Causing damage to the holding cell or other property.

If physical restraints are used, a written report must be completed and kept on file. The need for physical restraints should be re-evaluated at least every eight- (8) hours.

IM. Officers shall not enter an occupied holding cell alone (I.D.O.C. 720.70(b)(d)).

IN. Extraordinary or Unusual Circumstances - A Report of Extraordinary or Unusual Occurrence must be completed and forwarded to the Department of Corrections *within 72 hours* for the following incidents involving a detainee:

- a. Death
- b. Suicide or Attempted Suicide
- c. Serious Injury
- d. Escape or Attempted Escape
- e. Serious fire resulting in property damage, personal injury, or evacuation
- f. Detainee disturbance involving four or more individuals, riot, or hostage situation.
- g. Battery to Department member, visitor, or volunteer by a Detainee or Battery to a detainee.
- h. Sexual Assault



- i. Occurrences of serious infection, disease or illness within the facility
- j. Discovery of firearm or weapon in cells, detention rooms or other detention area
- k. Use of chemical agents
- l. Major property damage
- m. Occurrence of contagious or infectious disease.

In any of the above circumstances, the Deputy Chief of Field Services shall immediately be notified. The form is located in BAT Room and instructions can be found in Department Memorandum 200.250(M)(1).

- IO. Meals - The on-duty supervisor will be responsible for insuring that prisoner meals are obtained. Prisoner meals will be obtained from the White Hen Pantry, 600 East Main Street, Lake Zurich, IL. (847) 540-6696. A prisoner meal will consist of a sandwich, potato chips (or similar item) and a drink other than water. Officers should provide food that does not require the use of eating utensils. Receipts for meals must be marked with the date, case number and name of detainee. The receipt and a completed payment voucher should be included with the original arrest report and submitted to the Records Supervisor. The Records Supervisor should make a copy of the receipt and include it in the original case report. The original receipt and voucher should then be forwarded to the Support Services Deputy Chief. Generally the prisoner is not to be provided with any type of eating utensil (fork, knife, spoon). If it becomes necessary to provide eating utensils to a detainee they must be made of plastic. The officer providing the meal shall be responsible to collect and properly dispose of said utensils.
- IP. Duration - Generally persons held in the detention facilities will be released upon the arrival of bond or at the earliest opportunity to take the detainee before a judge for a bond hearing. The maximum period of detention in jail should not exceed 48 hours except when it begins on a weekend or holiday. Any person detained for a period in excess of 8 hours shall be provided with the opportunity to take a shower.
- IQ. Showers- Detainees who are incarcerated for more than 8 hours or those who for sanitary reasons must be provided access to a shower facility. An officer of the same gender must monitor any detainee who utilizes the shower facility. Department issued clothing may be used if the detainees clothes are in poor condition.
- IR. Evacuation - The on-duty supervisor will be responsible for insuring that the holding cells are evacuated in the case of an emergency involving the detention area of the Police Facility. This includes fires, severe weather, or other unusual circumstances that requires evacuation of the Police Facility. Prisoners evacuated from the Detention facility are to be placed into a squad car equipped with a prisoner transport barrier and relocated a safe distance from the building. Prisoners who are relocated shall be under the constant observation of a sworn member of the department. Upon notice that the Detention area is available for use the prisoners are to be brought back into the police facility through the sally port as described in Section II of this policy. In the case of a long term shut down of the detention facility the supervisor on duty shall make arrangements to transfer the prisoners to the Lake County Jail or to another Police Facility with a detention area. In any case if it becomes necessary to evacuate the detention facility, the on-duty supervisor shall notify the Administrative Commander and the Commander of Patrol Operations.
- IS. Visitation - No direct contact visitation with a detainee will be allowed. Face to face communication between the detainee and a visitor or attorney can be accomplished by the use of Interview/Conference Room #1 and Room 242. The visitor or attorney should be escorted to the Interview Room 242. The detainee escorted to Interview/Conference Room #1. The two parties may see each other and communicate via intercom. Visitations other than that of an attorney and client shall be at the discretion of an officer holding the rank of Sergeant or above. Any person who is escorted to the interview room may be subject to a search of their person. Those persons who wish to visit with detainees shall not be allowed to bring any packages, purses, other containers or items beyond the door to the corridor. Attorneys shall be allowed to bring only those documents necessary to conduct business with their client.
- IT. Mail/Packages - A detainee will not receive any mail or other sealed packages/foodstuff while in the custody of this Department.

**II. Escape**

1. Escape or attempted escape within the holding facility.
  - a. The department member detecting an attempted escape within the detention area shall immediately report the activity to the Shift Supervisor. The Shift supervisor will ensure that the exterior doors to the holding facility are locked.
  - b. The Shift Supervisor will then request available on-duty personnel to the detention area for a search for the detainee.
  - c. When located, the detainee will be searched and secured in a cell.
  - d. The Shift Supervisor will consult with the States Attorney's Office for the appropriate charges.
  - e. The Shift Supervisor will file a written incident report to the Deputy Chief of Operations advising him of the attempted escape.
  - f. The Deputy Chief of Operations will file the appropriate reports with the Illinois Department of Corrections advising them of the escape attempt.
2. Escape From the Holding Facility
  - a. The department member detecting the escape will immediately notify the Shift Supervisor and notify the Communications Center to dispatch a radio alert giving general physical and clothing description, place of escape, and suspected direction of travel. (via ISPERN or LEADS Directed Message)
  - b. The Shift Supervisor will notify the Field Operations Commander, the Deputy Chief, the Chief of Police, and all on-duty personnel and area police agencies of the escape.
  - c. The Shift Supervisor will then be responsible for determining positive identification of the escaped detainee (description, home address, next of kin), and have Communications Center dispatch the specific information of the escaped detainee.
  - d. If the detainee is not of local origin, or is held for another agency, the Shift Supervisor will notify the detainee's home town police agency, the agency having hold on the arrested and all local police agencies.
  - e. If the detainee is a Federal prisoner, the Shift Supervisor will notify the U.S. Marshall's Office and the local FBI office in Chicago.
  - f. The Shift Supervisor will file a written incident report to the Field Operations Commander advising him of the escape.
  - g. The Commander of Field Operations will file the appropriate reports with the Illinois Department of Corrections advising them of the escape.
3. Apprehension
  - a. Upon apprehension, the Communications Center will be notified immediately. A system wide dispatch will be made concerning the apprehension.
  - b. The Shift Supervisor will file appropriate charges and have the detainee transferred to the County Jail.

IV. Holding Cell/Out-of-Service - A holding cell should be placed out of service if a serious deficiency is discovered. This includes, blood in the cell, failure of a mechanical system (plumbing, electrical or heating), etc. The officer discovering the deficiency should notify Communications Center personnel and a Village work order should be initiated. A detainee should not be placed in an out-of-service holding cell. Once the holding cell is back in service, the Communications Center should be notified of this change in status.

IV. Personal Recognizance Bonds - Personal recognizance bonds should only be issued when the identity of the defendant has been clearly established, the likelihood the defendant is not a danger to any person or the community, would not fail to appear in court, or is not likely to re-offend. Only an officer with the rank of Sergeant or above may authorize the issuance of a personal recognizance bond (Supreme Court Rule 553(d)).

**VII. Mass Arrests**

- A. An arrest or arrests involving a large number of prisoners can stress the facilities. The following guidelines are provided to assist the arresting officers with the detention of a large group of

individuals. In the case of a mass arrest additional officers should be called in to sufficiently handle the situation. Generally only one person may be processed at each table. If the arrests involve crimes for which a term of imprisonment is possible suspects can be detained in the following manner (maintaining the correct gender/age combination),

1. 1 person in each cell until all cells are full then 2 persons can be placed into each cell (I.D.O.C Rule 720.50(c).
  2. 1 person in the hall of each cell pod
  3. 5 persons handcuffed to the rail on the staging bench.
  4. 1 person in Interview/Conference room #1
  5. 1 person in Interview/Line Up room #2
  6. If enough officers are present prisoners can be processed in interview rooms 1 and 2.
- B. The sally port and the handrail can be utilized to detain persons in the case of a mass arrest of more than 22 people. Those persons detained in the sally port must be the first to be processed.
- C. Combatants are not to be housed together.

### VIII. Release

- A. **Transfer/Lake County Jail** - If a detainee is transferred to the Lake County Jail, the transporting officer is responsible for the following:
1. Completing the Lake County Jail Booking Card.
  2. Obtaining the detainee's personal property.
  3. Obtaining copies of appropriate reports, criminal complaints and medical releases.
  4. A copy of all original complaint(s) **shall** be made for use by Records personnel for duplication purposes at a later time. (The quality of photocopies of carbon-less copies of criminal and/or traffic complaints are extremely poor)
  5. The following copies of the complaints *must* be retained:
    - Non-Traffic Complaints
      - a) Disposition - Enforcement Agency Copy
      - b) Police Record - Officer Copy
    - Traffic Citations
      - a) Court Disposition Copy
      - b) Police Record Copy
  6. Restraining the detainee for transport using the prisoner restraint belt.
  7. Noting on the Arrest and Booking Report the time of the transfer.
  8. Notifying Lake County Jail Personnel that they are transporting a detainee to their facility.
  9. Searching the detainee and the vacated holding cell for weapons or contraband.
  10. Prisoners should be transferred to a squad car equipped with a prisoner transport barrier inside the secured sally port for transport.
  11. The officer transporting or releasing a prisoner must again conduct a search of the person and verify the accuracy of the property sheet.
- B. **Transfer/Other Agency** - If a detainee is released to another law enforcement agency representative, the relinquishing officer is responsible for the following:
1. Noting the time of transfer on the Arrest and Booking Report.
  2. Documenting the transfer of the detainee's personal property.
  3. Completion of the Extradition Waiver if the Agency is other than a Lake County Agency and turning the individual over to that agency will unreasonably delay his or her appearance before a judge.
  4. If the subject refuses to sign the Extradition Waiver and turning the individual over to that agency will unreasonably delay his or her appearance before a judge, transport the subject to the Lake County jail for an Extradition Hearing.
  5. Identification of the officer accepting custody of the detainee.
  6. Searching the detainee and the vacated holding cell.
  7. Prisoners should be transferred to a squad car equipped with a prisoner transport barrier inside the secured sally port for transport.

- C. **Transportation by Ambulance** – If it becomes necessary to transport an arrested person by ambulance the ambulance must be staged in the courtyard next to the sally port. The prisoner should be transferred to the ambulance via the pedestrian sally port.
- D. **Release on Bond** – The posting of bond will be accomplished by the use of the Bond Posting Area room 176.
1. Officers shall instruct all persons of the proper procedure for posting bond. No bond will be collected in the main lobby for persons who are in detained in the Booking area. The following procedure must be given to the person who is posting bond for an arrested person.
    - a. The person is to be instructed that they must bring the exact amount of bond, as we do not have change.
    - b. The person is to be instructed to drive into the facility using the north driveway.
    - c. The person is to be instructed to park in areas designated for bond posting.
    - d. The person is to be instructed to approach the door marked Bond Posting and push the button to summon the Telecommunicator.
    - e. The person is to be instructed to inform the Dispatcher that they wish to post bond and provide the name of the arrested person.
    - f. The Telecommunicator after visually verifying the presence of the person who is posting bond will let the person into the bond posting room.
    - g. The bond is then put into the drawer for the arresting officer to collect.
  2. If a detainee is released after posting the required bond, the releasing officer is responsible for the following,
    - a. Insuring that the proper bond amount is collected or obtaining authorization from an officer having the rank of Sergeant or above for a Recognizance Bond.
    - b. Completing the appropriate court bond sheet. Both the defendant and the releasing officer must sign the bond sheets.
    - c. Returning all personal property and completing the Record of Property Received.
    - d. Providing the detainee a copy of all criminal/traffic complaints and bond sheets. (For a detainee arrested for Driving Under the Influence of Alcohol, refer to the Procedure related to - Driving while Under the Influence of Intoxicating Liquor or Drugs)
    - e. Searching the detainee and holding cell.
    - f. Depositing all cash bonds in the bond safe located in the Booking Area following all applicable procedures.
    - g. Officer must advise the Telecommunicator to secure the Bond Posting Room door.
  3. If the individual posting bond is unable to use the bond posting room due to physical limitations they can be instructed to post bond in the main lobby. They should be instructed on how to access the facility by the use of the handicap entrance. The officer receiving the bond must report to the 911 Center and collect the bond. The bond will then be deposited in the safe in the Booking Detention area as described in Section III D 2 f.
  4. Cash Bonds posted on non-custodial traffic citations can be posted at the dispatch window and deposited in the small bond safe located in dispatch.
  5. Prisoners who are under the influence of alcohol or drugs may not be released from detention unless they are turned over to a responsible person. Examples of a responsible person include a sober friend or relative or a livery or cab driver.

**IIU. Outside Agencies Using Processing/Detention Facility**

- A. Outside agencies who routinely utilize the booking and detention facilities of the Lake Zurich Police Department must first enter into an intergovernmental agreement with the Village.
- B. Any outside law enforcement agency using the holding cells of the Department will be billed at a rate to be determined by the Chief of Police for the monitoring of prisoners housed in cells. Each such agency shall be responsible for completing all necessary reports.
- C. Outside agencies using the Detention Area interview rooms shall be accompanied at all times while in the Detention area. The Officer must advise the visitor of the existence of the panic alarm remotes.

**X. Package Pass Through**

- A. A package pass through is available to transfer property from an arrested party to another. It is located between the Booking Area and the Bond Posting room below the window. Items can be placed into the pass through and then locked. The person in the bond posting room can then retrieve the item(s). The detained person shall authorize any transfer of their property.



## Lake Zurich Police Department



## General Order



Effective Date  
January 20<sup>th</sup>, 2004

Revised Date  
April 30, 2014

Number  
200.250(M)(1)

Subject <b>Instructions for the Completion of the IDOC Report of Extraordinary or Unusual Occurrence</b>		Action
Reference ILCS 730 5/3-15-2 CALEA 72.4.10, 72.4.11		Related General Orders 200.250 Prisoners, Booking, Housing, Transfer and Release
Distribution All	Re-Evaluation Date Periodically	Number of Pages 2
Approved:  Steven D. Husak - Chief of Police  Kevin Finlon - Deputy Chief of Police		

**Procedure:** The following procedure shall be used to complete The Illinois Department of Corrections (IDOC) Report of Extraordinary or Unusual Occurrence form.

### I. Generally

- A. The Report of Extraordinary or Unusual Occurrence form must be completed as indicated in General Order 200.250 and Illinois State law. This Memorandum shall provide general instruction of how to complete the form.
- B. Reports must be made on all extraordinary or unusual occurrences involving detainees.
- C. Mail reports within 72 hours of occurrence to the Jail and Detention Standards Units. Whenever delay is unavoidable, make report by telephone and follow as soon as possible written report.
- D. Forward the original of the report, retain a copy.
- E. Only the report from provided by IDOC shall be used to make this report.

### II. Instructions

- A. Indicate the following as requested; Check the line next to "Municipal".
  - Box 1. Write in "Lake Zurich Police Department" and the address, 200 Mohawk Trail, Lake Zurich, IL 60047
  - Box 2. The date of the occurrence
  - Box 3. The time of the occurrence
  - Box 4. Check the line next to the applicable incident
  - Box 5. The name(s), Age(s), Confinement date(s) and charge(s) for the detained individual(s) involved in the incident.
  - Box 6. If death results from the incident document the,
    - a. Name of the deceased person
    - b. Cause of death
    - c. Date and time of death
    - d. The person who last saw the deceased
    - e. Who reported the death
    - f. If the deceased was seen by a physician write yes,
    - g. If the deceased was seen by a physician when was he seen
    - h. If the deceased person gave signs of an illness indicate the signs that were observed.
  - Box 7. The name, age and reason detained for those detainees that were interviewed

- Box 8. The name and title of officials interviewed
- Box 9. The principal case for the occurrence
- Box 10. Provide a summary of details regarding the occurrence
- Box 11. If applicable provide a recommendation to prevent such occurrences.

- B. Indicate the date of the report
- C. Sign the report
- D. Forward the original to the Deputy Chief of Field Services as soon as possible.
- E. The Deputy Chief of Field services will review and forward the report without delay to the Department of Corrections at the address indicated on the form.
- F. A copy shall be filed with the original case report.

## ILLINOIS DEPARTMENT OF CORRECTIONS

## Report of Extraordinary or Unusual Occurrences

200.250(2)

Report all extraordinary or unusual occurrences involving detainees in writing within 72 hours to the Office of Jail & Detention Standards. When a delay in the written report is unavoidable, make the report by telephone and submit the written report as soon as possible to:

Office of Jail & Detention Standards  
1301 Concordia Court, P. O. Box 19277  
Springfield, Illinois 62794-9277  
Telephone: (217) 522-2666, ext. 4212  
Fax: (217) 522-3906

Check one: ☐ County  
☐ Municipal (except Chicago)  
☐ Chicago Police Department, include  
R.D. Number: \_\_\_\_\_

Facility Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Date of Occurrence: \_\_\_\_\_ Time of Occurrence: \_\_\_\_\_ ☐ a.m. ☐ p.m.

Type of Occurrence: ☐ Suicide (method) \_\_\_\_\_ ☐ Suicide Attempt (method) \_\_\_\_\_  
☐ Homicide ☐ Homicide Attempt ☐ Escape ☐ Escape Attempt ☐ Fire ☐ Serious Injury  
☐ Battery ☐ Riot or Rebellion ☐ Sex Offense ☐ Assault on Staff ☐ Assault among Detainees  
☐ Fighting among Detainees ☐ Restraints Used ☐ OC Spray Used ☐ Other (specify): \_\_\_\_\_

## Detainees Involved

Name	Date of Birth	Date Confined	Arresting Charge

Any injuries? ☐ No ☐ Yes, (briefly describe): \_\_\_\_\_

Any resulting death? ☐ No ☐ Yes, attach coroner's report or forward upon completion and explain below:

Name of deceased: \_\_\_\_\_

Specific cause of death: \_\_\_\_\_

Date & time of death: \_\_\_\_\_

Was deceased on suicide watch at or immediately before time of death? ☐ Yes ☐ No

Reported by: \_\_\_\_\_

Was deceased examined by a physician? ☐ No ☐ Yes, on: \_\_\_\_\_

Did deceased display signs of illness? ☐ No ☐ Yes, describe: \_\_\_\_\_



Detainees Interviewed			
Name	Date of Birth	Date Confined	Arresting Charge

Officials Interviewed	
Name	Title

**Principal cause of occurrence:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Summary of specific details of occurrence (include date and time):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Recommendations to prevent future occurrences:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

_____ Print Reporting Officer's Name	_____ Badge #	_____ Reporting Officer's Signature	_____ Date
_____ Print Shift Commander's Name	_____ Badge #	_____ Shift Commander's Signature	_____ Date

**Note:** Use of this form is required; please do not alter format. Where available, this form may be completed and submitted on-line as directed by the Office of Jail and Detention Standards.

The Illinois Department of Corrections is requesting disclosure of information necessary to accomplish the statutory purpose as outlined in 730 ILCS 5/3-15-2. Disclosure of information is MANDATORY. Failure to provide the information could result in a court order requiring compliance with 20 Ill. Adm. Code 701, 702, or 720.

Distribution: Office of Jail & Detention Standards; Reporting Facility

**Lake Zurich Police Department****General Order**Effective Date  
August 31, 2000Revised Date  
April 30, 2014Number  
200.255

Subject

***Prisoners – Transportation and Restraint***Action  
Rescinds PO-55 and PO-56

Reference

CALEA 17.5.3, 71.1.1, 71.1.2, 71.1.3, 71.1.4, 7.1.5, 71.1.7, 71.1.8,  
71.2.1, 71.3.1, 71.3.2, 71.3.3, 71.3.4, 71.4.1, 71.4.2, Ill. Adm. Code -  
Title 20, Chapter I, sub-section g, Section 720.60(b)  
(730 ILCS 5/3-15-2(a))

Related General Orders

200.250 – Prisoners-Booking, Housing,  
Transfer, and Release

Distribution

All

Re-Evaluation Date

Periodically

Number of Pages

4

Approved:

Steven D. Husak – Chief of Police

Kevin Finton – Deputy Chief of Police

**Purpose:** To provide Department personnel guidelines to be used when it is necessary to restrain prisoners and other parties prior to transport or when it is necessary for the safety of Department members and/or the subject or other members of the Community. Police officers routinely transport prisoners and must take measures to insure the safety and welfare of themselves, the general public, and the subjects they are transporting/restraining.

**I. Generally**

- A. Prior to transportation of any prisoners, Department personnel should conduct a thorough visual and pat-down search to detect any condition(s) that may affect officer safety. Such conditions include; weapons, hypodermic syringes, contraband, etc.
- B. Prior to placing a prisoner into a Department vehicle for transport, the responsible officer should inspect the prisoner transport area of the Department vehicle to insure that it is free of weapons and contraband. Upon completion of the transport, the prisoner transport area of the Department vehicle should be inspected to insure that the prisoner did not attempt to secrete any items in the Department vehicle.
- C. Only handcuffs and other restraining devices issued, or approved, by the Department may be used to restrain prisoners or other subjects. Generally, hinged handcuffs and thumb-cuffs are prohibited.
- D. All Department personnel issued handcuffs or other restraining devices are responsible to insure that they are in proper operating condition.
- E. Annually, Department personnel will receive instruction in the proper use and maintenance of handcuffs. No Department personnel may employ the use of handcuffs without first receiving such instruction.
- F. All handcuffs used by Department members must be capable of double-lock protection to insure that the wrist opening doesn't close once placed on a subject for restraint.

- G. Department personnel using handcuffs for restraint should insure proper fit to prevent possible injury to the subject they are applied to. If the standard handcuffs issued to Department personnel do not fit properly, Department members should use over-sized handcuffs or a transport belt to improve fit.
- H. Oversized handcuffs and transport belts stored in patrol vehicles will be maintained and inspected by the Department personnel assigned to the patrol unit or the Community Service Officer.
- I. Once a subject is restrained, Department members should use only that force which is necessary to control the restrained subject. Force that is designed to be punitive in nature is ***strictly*** prohibited.
- J. Generally, all subjects placed under arrest (full-custody) should be restrained prior to transport. If a prisoner is not restrained, the transport officer must inform the on-duty supervisor that a deviation of this practice is requested.
- K. Normally, prisoners should be handcuffed behind the back. This practice should only be used for short-term transportation situations (under 20 minutes). Subjects that will be transported longer than 20 minutes should be restrained with the handcuffs in front of the subject and using a prisoner transport belt.
- L. Subjects in the custody of the Lake Zurich Police Department that require medical treatment will be restrained until the medical treatment is to be administered. Restraints will not be removed until hospital security personnel or another Lake Zurich Police Officer(s) assists the officer.
- M. Subjects in the custody of the Lake Zurich Police Department may not attend funerals, special events, or other unique occasions. The subject will be transferred, usually within 24 hours, to the Lake County Jail and Corrections personnel may consider such requests.
- N. Restraints may not be used on individuals placed in detention cells/room unless it is necessary to prevent the subject from injuring himself/herself or to prevent damage to Department property. The use of restraints on an incarcerated subject must be reported to the Illinois Department of Corrections.

## ***II. Transport of Arrested Subjects***

- A. Adult prisoners taken into custody for criminal and/or traffic offenses may only be transported in Department vehicles equipped with a prisoner transport barrier separating the rear-seating compartment from the driver's area and rear doors disabled windows/door handles (either mechanically or electronically). Transporting officers should be seated in the front passenger portion of the Department vehicle.
- B. Only two arrested/restrained subjects may be transported in each properly equipped Department vehicle.

- C. Officers transporting prisoners must advise Communications when they begin and end their transport. The most direct and expeditious route should be used when transporting prisoner(s) to/from any location.
- D. Department personnel transporting restrained subjects should continually check the condition of the prisoner to insure that they are not in physical distress. A prisoner should not be left alone/unobserved in a Department vehicle. Prisoners should be transported in a seated position facing forward and the seatbelt properly fastened, if possible. A prisoner should not be secured to any portion of the vehicle once the vehicle is in motion. (i.e. Handcuffed to the prisoner transport screen)
- E. Department members transporting **juveniles** or a member of the **opposite sex** should advise Communications personnel the beginning vehicle mileage and, upon completion of the transport, the ending vehicle mileage. Communications personnel will enter the beginning mileage and ending mileage into the CAD Incident when announced by the transporting Department member. Communications personnel will announce, on the appropriate radio frequency, the time at the beginning and end of any transport.

- F. Whenever possible, female officers should transport female prisoners and male officers should transport male prisoners. This practice is only applicable if appropriate Department members are immediately accessible. This practice does not preclude Department members from transporting members of the opposite sex when necessary. All Department members are expected to perform their transport duties professionally.
- G. Department members should not allow eating, drinking, smoking, or the application of cosmetics in the prisoner transport area of any Department vehicle.
- H. If a subject placed under arrest and in the physical custody of the Department is transported to the hospital for medical treatment, a Department member will accompany the subject to the hospital. Once released, the transport officer will obtain a medical release prior to transporting the subject to the Department Prisoner Processing area or the Lake County Jail.
- I. **Interruption of Prisoner Transport** – Department personnel transporting a prisoner(s) may not interrupt the transport unless an emergency situation is encountered that requires immediate law enforcement action. In such circumstances, the transporting officer will notify communications personnel of the need for such an interruption and the location of the stop. The interruption should be for the shortest duration necessary to address the emergency. The Department transport vehicle should be secured so as not to allow operation without an ignition key. When transport is resumed, the transporting officer will notify communications personnel of the resumption of transport.
- J. **Escape** – If a subject in the custody of Lake Zurich Police Department personnel escapes during the course of transport, the transporting officer shall immediately notify Communications personnel and his/her immediate supervisor. If able, the officer should initiate an ISPERN Wanted broadcast for escape. The escape offense should be documented in the officer's offense report for the initial incident.
- K. Department personnel are not required to transport any prisoner from Waukegan back to Lake Zurich initially transported by this Department to a Bond Hearing at the Lake County Court Building, Waukegan, IL if the subject is released on bond. The arrested individual is responsible for arranging for his/her own transportation. If a Department member elects to transport an individual from a Bond Hearing back to the Village of Lake Zurich, the Department member must notify Communications that such a transport is occurring.
- L. **Detention Facility Transfer** – The transfer of prisoners from a transport vehicle to or from the Lake Zurich Police Department Detention Facility should be accomplished in the Detention Sallyport to reduce the likelihood of escape and increase officer safety.

### ***III. Non-custodial Restraint Situations***

- A. Department members may use restraining devices, within the parameters of this procedure, to prevent a subject from harming himself/herself or to insure the safety of Department personnel or other members of the public.

- B. Non-custodial restraint situations include, but are not limited to; mentally unbalanced/out-of-control subjects, suicidal subjects, subjects threatening violence, or any other subject that may pose a safety risk to investigating Department personnel while in their immediate control.
- C. The use of restraints to control persons not placed under arrest should be limited to the shortest time duration possible and employed to prevent injury.

#### ***IV. Special Restraint/Transport Situations***

- A. The application of restraints to transport physically disabled subjects should be reviewed on a case-by-case basis. Those subjects that do not pose a threat to the transport officer's safety or are not an escape risk may be transported without restraints with the permission of the on-duty supervisor.
- B. The transport of subjects confined to a wheelchair may be accomplished with the assistance of the Lake Zurich Fire Department. A Stretcher/Backboard may be used to transport such subjects.
- C. Modified restraint techniques may be required to secure subjects suffering from temporary physical disabilities, such as, plaster casts and metal braces immobilizing broken bones. The use of over-sized handcuffs, or securing the functional appendage to an immobile object or to the prisoner restraint belt, may be appropriate. Prisoners may not be handcuffed to any portion of the vehicle while the vehicle is in motion.
- D. Prisoners in the custody of the Lake Zurich Police Department will not be transported to funerals, visiting hospitals, attending the reading of a will, etc. due to the temporary nature of the detention in the Lake Zurich Police Department Detention Facility. Such arrangements will generally be made by the Lake County Jail Facility.

#### ***V. Prisoner Communications***

- A. Prisoners may not communicate with anyone but the transport officer(s) during the period that they are being transported. Communication with family members, attorney, etc. may occur prior to and subsequent to the transport.

#### ***VI. High-Risk Prisoner Transport***

- A. If a prisoner considered an escape-risk or with violent tendencies needs to be transported by Department personnel, two sworn members of the Department should be assigned. An officer may follow the transport vehicle in a separate vehicle, but must be immediately available to assist the transport officer.
- B. Transport officers shall make notification to either communications personnel or other receiving agencies to inform them that a high-risk prisoner will be arriving at their location. This will allow

the receiving agency to prepare for the prisoner and have adequate personnel available in order to avoid any opportunity for assault or escape by the transported prisoner.

- C. The notifications required in this section should be documented in the transport officer's Supplemental or Offense report.

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## AGENDA SUPPLEMENT

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**TO:** Mayor Bart and Village Board

**FROM:** Douglas K. Maxeiner, Village Administrator

**FOR:** April 5, 2016 Regular Village Board Meeting

**RE:** Consideration and Approval of a Resolution Designating Certain  
Special Events as Community Events per the Special Event Policy  
Approved by the Wauconda Village Board

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**Background.** The recently approved Special Event Policy includes a couple of categories of special events resulting in reimbursement ramifications for Village services provided in support of the event. A "Community Event" is an event sponsored by the Village and is intended to attract people to the community and increase business activity, tourism, and/or awareness of the Village.

The Village can be a primary sponsor of a Community Event or a secondary/co-sponsor. A Community Event for which the Village is a primary sponsor is not required to reimburse the Village for services rendered. A Community Event for which the Village is a secondary/co-sponsor requires a 50% reimbursement of special Village services provided in support of the event. Special events (not designated as Community Events) are to provide 100% reimbursement to the Village according to the policy. The policy also requires Community Events to be designated as such through a resolution by the Village Board. Events held by educational institutions may be eligible for a waiver of the reimbursement requirement if approved by the Village Board.

The Marketing Committee met on March 29<sup>th</sup> to discuss events for Community Event consideration. The attached resolution shows the staff recommendation as adjusted by the Marketing Committee.

**Recommendation.** Staff recommends consideration and approval of a resolution designating certain special events as community events per the special event policy approved by the Wauconda Village Board.



Staff Preliminary Recommendation

Event Month	Event Name	Community Event			Special Event	Parade	Other
		Primary No Reimb	Secondary 50% Reimb				
May	Memorial Day Parade	x					
Jul	Fireworks	x					
Sep	9/11 Ceremony	x					
Sep	Street Dance	x					
Oct	Trick or Treat on Main Street	x					
Dec	Holiday Walk	x					
Jun	Wauconda Fest		x				
Jun	Wauconda Fest 5/10 K		x				
Jun - Sep	Farmer's Market		x				
Jul	Wauconda Triathlon		x				
Various	Wauconda Cruise Night		x				
Jan	LVVA Fishing Derby			x			
Feb	Walk on Water Fundraiser			x			
Mar	Leprechaun Plunge			x			
Mar	Shamrock the Block			x			
Mar	St. Patrick's Day Bike Ride			x			
Mar	Pond Hockey Tourney			x			
Apr	Bunny Hop (5K)			x			
Apr	Bubbles for Blossom			x			
May	Upstate Eight Conf Bass Fishing			x		School Waiver	
May	Freedom Ride			x			
May	Arbor Day			x			
Jul	Rodeo			x			
Aug	Blues, Brews & Burger Fest			x			
Aug	Bob Lindstrom Memorial Fishing Derby			x			
Sep	Rock the Farm			x			
Sep/Oct	Transfiguration Octoberfest			x		School Waiver	
Sep	Main Street Mile (FBLA)			x		School Waiver	
Sep	Bass Fishing Tourney			x			
Oct	Liberty Lakes Fall Fest 5k			x			
Sep	Transfiguration Track-A-Thon			x		School Waiver	
Oct	Run for Your Life			x			
Nov	Wauconda Turkey Trot			x			
Sep/Oct	WHS Homecoming Parade				x	School Waiver	

**RESOLUTION  
NO. 2016-R-\_\_**

***A RESOLUTION  
DESIGNATING CERTAIN SPECIAL EVENTS AS COMMUNITY EVENTS  
PER THE SPECIAL EVENT POLICY APPROVED BY  
THE WAUCONDA VILLAGE BOARD***

WHEREAS, special events play a significant role in fostering a sense of community in a municipality; and

WHEREAS, special events also require special planning, logistics, and support services to ensure that public safety is not jeopardized and inconveniences to residents and businesses are kept to minimum; and

WHEREAS, the Village Board of the Village of Wauconda approved a Special Event Policy on February 16, 2016 stating that special events shall not incur additional costs for taxpayers unless the event is designated a Community Event; and

WHEREAS, the aforesaid Special Events Policy requires Community Events to be designated as such by Resolution of the Village Board; and

WHEREAS, a Community Event for which the Village of Wauconda is the primary sponsor shall not require a reimbursement for Village provided support services; and

WHEREAS, Community Events for which the Village of Wauconda is a co-sponsor or secondary sponsor shall be responsible for reimbursement of 50% of the cost of Village provided support services; and,

WHEREAS, certain events sponsored by educational institutions, whether public or private, may be considered for a waiver of the reimbursement requirements by the Village Board; and,

WHEREAS, special events not designated as Community Events and which have not received an educational waiver from the Village Board shall be responsible for reimbursing the Village of Wauconda for special support services provided for the event.

NOW, THEREFORE, BE IT RESOLVED, that the Village Board of the Village of Wauconda does hereby approve the designation of Community Event (Primary), Community Event (Secondary or Co-Sponsor), and Educational Institution Events eligible for waiver of reimbursement requirements as listed herein.

Community Events (Village Primary Sponsor)

Memorial Day Parade  
Independence Day Fireworks  
September 11<sup>th</sup> Ceremony  
Street Dance  
Trick or Treat on Main Street  
Holiday Walk

Community Events (Village Secondary/Co-Sponsor)

Wauconda Fest  
Wauconda Fest 5&10K  
Farmer's Market  
Wauconda Triathlon  
Wauconda Cruise Night

Educational Event Waivers

Update Eight Conference Bass Fishing Tournament  
Transfiguration Oktoberfest  
Main Street Mile  
Transfiguration Track-A-Thon  
Wauconda High School Homecoming Parade

Approved this 5<sup>th</sup> day of April 2016.

	Ayes:	Nays:	Absent/Abstain:
Lincoln F. Knight	_____	_____	_____
John F. Barbini Ed. D.	_____	_____	_____
Linda Starkey	_____	_____	_____
Ken Arnsward	_____	_____	_____
Chuck Black	_____	_____	_____
Tim Howe	_____	_____	_____

APPROVED:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
FRANK A. BART, Mayor

ATTEST:

By: \_\_\_\_\_  
GINA STRELECKI, Village Clerk

Presented and read, or reading having been waived, at a duly convened meeting of the Corporate Authorities on April 5, 2016.

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## AGENDA SUPPLEMENT

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To: Mayor Bart and Village Board

Fr: Chris Miller, Director  
Building, Planning & Zoning

For: **April 5, 2016 Village Board Agenda**

Re: Bonner Road Sanitary Sewer Extension

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**Background:** Berger Excavating extended a public sanitary sewer along Bonner Road beginning at a manhole located east of Karl Court and ending east of Garland Road. The sanitary sewer was installed within an easement granted by Berger Excavating to the Village. All work was completed by Berger Excavating. Berger Excavating has provided the Village with a set of "As-built" Plans, Lien Waivers and a Bill of Sale consistent with the Village Development Ordinance.

**Recommendation:** Staff recommends the Village Board approve a motion to accept the Bonner Road Sanitary Sewer Extension along Bonner Road as installed by Berger Excavating.

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## AGENDA SUPPLEMENT

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To: Mayor Bart and Village Board

Fr: Chris Miller, Director  
Building, Planning & Zoning

For: **April 5, 2016 Village Board Meeting**

Re: Zoning Ordinance Text Amendments

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**Background:** At the February Development Committee Meeting Staff reviewed inconsistency between various provisions in the current text of the zoning ordinance affecting "Any permitted school or health/medical use" in the R1 Zoning District. A zoning application was filed by the Village requesting the Plan Commission/Zoning Board of Appeals (PC/ZBA) review Zoning Text Amendments to Section 155.023 Table 2 Lot Area, Yard and Bulk Regulations. A Public Hearing was held on March 2, 2016. The PC/ZBA after receiving testimony and reviewing exhibits, made a recommendation that the Village Board approve the requested Zoning Text Amendments. A copy of the Written PC/ZBA Findings and Recommendation along with Minutes of the Public Hearing are attached along with an Ordinance approving the zoning text amendments.

**Recommendation:** Staff recommends that the Village Board accept the recommendation of the Plan Commission/Zoning Board of Appeals and approve an ordinance amending Table 2 of Section 155.023 entitled Lot Area, Yard and Bulk Requirements in all zones.

**AN ORDINANCE AMENDING TABLE 2 WITHIN SECTION 155.023 OF THE WAUCONDA ZONING ORDINANCE ENTITLED "LOT AREA, YARD AND BULK REQUIREMENTS IN ALL ZONES" TO AMEND THE YARD SETBACK AND LOT COVERAGE REQUIREMENTS FOR SCHOOL AND HEALTH/MEDICAL USES IN THE R1, R2, R3, R4, AND R5 RESIDENTIAL ZONES**

**WHEREAS**, the Village of Wauconda has petitioned for a text amendment to Table 2 of Section 155.023 of the Wauconda Zoning Ordinance entitled "LOT AREA, YARD AND BULK REQUIREMENTS IN ALL ZONES" to amend the yard setback and lot coverage requirements for school and health/medical uses in the R1, R2, R3, R4, and R5 Residential Zones; and

**WHEREAS**, pursuant to due notice published in the Daily Herald newspaper on February 13, 2016, and a public hearing on said proposed zoning text amendment was commenced before the combined Wauconda Plan Commission/Zoning Board of Appeals on March 2, 2016; and

**WHEREAS**, the combined Wauconda Plan Commission/Zoning Board of Appeals favorably recommended the approval of the text amendment and adopted Findings of Fact and Zoning Recommendations, attached hereto as Exhibit "A;" and

**WHEREAS**, the Corporate Authorities of the Village of Wauconda concur with and adopt the said Findings of Fact and Zoning Recommendations of the combined Plan Commission/Zoning Board of Appeals pertaining to said proposed text amendment.

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and the Board of Trustees of the Village of Wauconda as follows:

**SECTION I:** That the following listed provisions located within Table 2 of Section 155.023 of the Wauconda Zoning Ordinance entitled "LOT AREA, YARD AND BULK REQUIREMENTS IN ALL ZONES" be and is hereby amended as follows, where ~~strikeout~~ (deleted) indicates deleted text, and where double underline (insert) indicates new text:

**Table 2**  
**Lot Area, Yard and Bulk Regulations**

Zone	Use	Yards - Setbacks					Bulk
		Front	Rear	Total Side	Min. Side	Abutting a Street	Lot Coverage
R1	Any permitted school or health/ medical use	75 <u>30</u>	100 <u>30</u>	200 <u>50</u>	100 <u>25</u>	75 <u>30</u>	10 <u>20</u>
	Single-family dwelling or other permitted use	30	25	33	13	30	20
R2	Any permitted school	30	25	48	19	30	30
	Any permitted health/medical use	75 <u>30</u>	100 <u>30</u>	200 <u>50</u>	100 <u>25</u>	75 <u>30</u>	30
	Single-family dwelling	30	25	24	10	30	30
	Any other permitted use	30	25	48	19	30	30
R3	Any permitted school	30	25	48	19	30	30
	Any permitted health/medical use	75 <u>30</u>	100 <u>30</u>	200 <u>50</u>	100 <u>25</u>	75 <u>30</u>	30
	Single-family dwelling	30	25	15	6	30	30
	Two-family dwelling	30	25	15	6	30	30
	Any other permitted use	30	25	48	19	30	30
R4	Any permitted school	30	19	48	19	30	30
	Any permitted health/medical use	75 <u>30</u>	100 <u>30</u>	200 <u>50</u>	100 <u>25</u>	75 <u>30</u>	30
	Single-family dwelling	30	5	12	6	30	30
	Two-family dwelling	30	6	15	6	30	30
	Apartment house	30	8	18	8	30	40
	3 dwelling units	30	9	20	9	30	40
	4 dwelling units	30	19	48	19	30	30
R5	Any permitted school	30	19	48	19	30	30
	Any permitted health/medical use	75 <u>30</u>	100 <u>30</u>	200 <u>50</u>	100 <u>25</u>	75 <u>30</u>	30
	Single-family dwelling	30	5	12	6	30	30
	Two-family dwelling	30	6	15	6	30	30
	Apartment house:	30	7	12	7	30	40
	First dwelling unit	30	1	4	1	30	40
	Each add'l dwelling unit	30	9	23	9	30	30
	Group dwelling	30	19	48	19	30	30

(Provisions of the above Table 2 are not included in this ordinance for purposes of brevity, but remain a part of the published Wauconda Zoning Ordinance)

**SECTION II:** Nothing in this Ordinance shall be construed to affect any suit or proceeding pending in any court, or any rights acquired, or liability incurred, or any cause or causes of action arising, acquired or existing under any act or ordinance or portion thereof hereby repealed or amended by this ordinance; nor shall any just or legal right, claim, penalty or remedy of any character of the corporate authority existing on the effective date hereof be lost, impaired or affected by this Ordinance.

**SECTION III:** All ordinances or parts of ordinances in conflict herewith are to the extent of such conflict, hereby repealed.

**SECTION IV:** If any provision, clause, sentence, paragraph, section, or part of this ordinance or application thereof to any person, firm, corporation, public agency or circumstance, shall, for any reason, be adjudged by a court of competent jurisdiction to be unconstitutional or



invalid, said judgment shall not affect, impair or invalidate the remainder of this ordinance and the application of such provision to other persons, firms, corporation, or circumstances, but shall be confined in its operation to the provision, clause, sentence, paragraph, section, or part thereof directly involved in the controversy in which such judgment shall have been rendered and to the person, firm, corporation, or circumstances involved. It is hereby declared to be the legislative intent of the corporate authorities that this ordinance would have been adopted had such unconstitutional or invalid provision, clause, sentence, paragraph, section, or part thereof not been included.

**SECTION V:** This ordinance shall be in full force and effect from and after its passage, approval as required by law.

Passed this \_\_\_\_ day of \_\_\_\_\_, 2016.

**Ayes:**

**Nays:**

**Absent/Abstain:**

Lincoln F. Knight  
John F. Barbini Ed.D  
Tim Howe  
Linda Starkey  
Ken Arnsward  
Chuck Black

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

APPROVED:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Frank Bart, Mayor

ATTEST:

By: \_\_\_\_\_  
Gina Strelecki, Village Clerk

Presented and read, or reading having been waived, at a duly convened meeting of the Corporate Authorities on \_\_\_\_\_ 2016.

\_\_\_\_\_  
Gina Strelecki, Village Clerk



To: Mayor Bart and Village Trustees  
Village of Wauconda

Fr: Plan Commission/Zoning Board of Appeals  
Village of Wauconda

Date: March 23, 2016

Re: **Findings of Fact and Zoning Recommendations**  
**Zoning Ordinance Text Amendments**

---

The Plan Commission / Zoning Board of Appeals (PC/ZBA) conducted a public hearing on proposed Zoning Ordinance Text Amendments on March 2, 2016, and the Public Notice of the Public Hearing appeared in the Daily Herald newspaper on February 13, 2016.

**Plan Commission / Zoning Board of Appeals Recommendation and Findings**

**Zoning Map Amendment (Rezoning Request) Recommendation**

The Plan Commission/Zoning Board of Appeals recommended approval of the applicant's request.

**Findings of Fact for Zoning Text Amendments:**

**Standard #1:** *The proposed amendment shall correct an error or meet the challenge of some changing conditions in the area and the zones affected.* **Finding:** The Plan Commission/ Zoning Board of Appeals (PC/ZBA) finds that sufficient testimony and supporting documents were presented to show that there are inconsistencies between various provisions in the current text of the zoning ordinance that need correcting and that some changing conditions have occurred over time to support the proposed changes of the zoning provisions for the areas as recommended by the Plan Commission/ Zoning Board of Appeals (PC/ZBA).

**Standard #2:** *The proposed amendment shall be consistent with the intent of the Zoning Code and with its various provisions.* **Finding:** The Plan Commission/ Zoning Board of Appeals (PC/ZBA) finds that sufficient testimony and supporting documents were presented to demonstrate that the proposed amendments are consistent with the intent of the Zoning Code.

**Standard #3:** *The proposed amendment shall not be detrimental to the development of the municipality.* **Finding:** The Plan Commission/ Zoning Board of Appeals (PC/ZBA) finds that the testimony and supporting documents demonstrated that the change of the zoning provisions for the areas recommended by the Plan Commission/ Zoning Board of Appeals (PC/ZBA) would not be detrimental to the development of the Village.

**Summary Petitioner's Testimony**

Chris, Miller, Director of Building, Planning & Zoning provided testimony as to the need for the amendments as well as providing an exhibit comparing applicable standards and illustration of the existing standards to demonstrate the need for the proposed Zoning Ordinance Text Amendments that had previously been emailed to the Plan Commission/Zoning Board of Appeals Members, and that have been available at Village Hall for review since the public notice appeared in the newspaper. Mr. Miller reviewed the present R1 Standards contained in Table 2 of the Zoning Ordinance applicable to "Any Permitted School or health/medical use" and requested the amendments be recommended for approval by the Village Board.

**Summary of Testimony from Interested Parties:**

There were no public comments offered on the proposed text amendments.

**Attachments:**

- 3/2/16 Plan Commission/ZBA Minutes.

**VILLAGE OF WAUCONDA**  
**PLAN COMMISSION/ZONING BOARD OF APPEALS**  
Meeting Minutes  
March 2, 2016

**CALL TO ORDER:**

Chairman Rob Fosness called the meeting to order at 7:00 p.m., and led everyone in the Pledge of Allegiance.

**ATTENDANCE:**

Roll Call was taken:

	Present	Absent
Cliff Babbey	X	
Dave Jakubek	X	
Jeff Lockhart		X
Frank Lahrman	X	
Brad Mayer	X	
Ricardo Vega	X	
Rob Fosness, Chairman	X	

**Village Staff & Village Consultants Present:** Chris Miller, Director of Building, Planning & Zoning, and Peter Karlovics, Magna Law, Village Attorney.

**Others Present:** none

**APPROVAL OF December 16, 2015 MINUTES:**

Chairman Fosness asked the Members if there were any questions or concerns with the December 16, 2015 minutes as drafted. There were no additional comments. A motion was made by Dave Jakubek, and seconded by Frank Lahrman to approve the minutes as presented. There was no further discussion and Chairman Fosness called for a voice vote. All Members present voted Aye and there were no Nays.

**PUBLIC HEARING: Zoning Case #16-01, Zoning Text Amendments, Section 155.022 Table 2**

Chairman Fosness opened the Public Hearing and described the procedures that would be followed. Chairman Fosness requested all individuals who may present testimony or wanting to be heard regarding the petition to be sworn in. Village Attorney Karlovics swore Director Miller in. Director Miller testified that notice of the public hearing appeared in the Daily Herald newspaper on February 13, 2016, and he provided a Certificate of Publication. Mr. Miller introduced the Village Zoning Application requesting certain zoning text amendments to the Village Zoning Ordinance, and offered the Zoning Application as Exhibit 1. Chairman Fosness accepted the exhibit. Mr. Miller testified that the zoning text amendments being requested are the result of changing conditions whereby a recent Illinois Supreme Court Ruling reaffirmed that School Districts are subject to local zoning rules in a case involving a Crystal Lake School District. Attorney Karlovics provided the Members with additional background associated with the Supreme Court Ruling, including noting that a municipality cannot interfere with a School District's statutory duty to educate, and that the zoning authority of a municipality over a school district is restricted to addressing the health, safety and welfare of the community as a whole, whereas the school district has the authority to address issues of building and construction of school buildings that address the health, safety, and welfare of those who use school facilities, in accordance with the School Code. Attorney Karlovics added that having reasonable zoning standards in place can avoid confusion and provide protections for the public. Mr. Miller testified he reviewed the applicable zoning standards associated with "Any School" in all residential zoning districts and found significant difference in the application of building setbacks between the R1 Zoning District and the R2, R3, R4 and R5 Zoning Districts where schools are permitted with a conditional use permit. Mr. Miller presented a single page double sided exhibit and asked that it be identified and accepted as Exhibit 2. Chairman Fosness entered that exhibit into the record. Mr. Miller testified that on one side of Exhibit 2 was a chart comparing Table 2 Zoning Standards found in the present Zoning Ordinance associated with schools in all residential districts along with a column indicating the requested text amendments for any school in the R1 Zoning District. Mr. Miller testified that the existing setback requirements within the R1 Zoning District are significantly more restrictive than those found in the other Districts, and testified that it severely restricts the placement of school buildings on the property. Mr. Miller testified to the reverse side of Exhibit 2 which provided a graphic image comparing the "buildable" area of a typical minimum size parcel of 200,000 square foot with 300 feet of width. Mr. Miller testified that under a typical minimum lot size as set forth in the present zoning standards that a school being built in the R1 Zoning District could only utilize approximately one-third of the property in choosing where a school could be

constructed given the 100 foot side yard, 100 foot rear yard and 75 foot front yard setbacks; while the other zoning districts with a similar size parcel are permitted considerably more flexibility in placing a building due to reduced setbacks. Mr. Miller testified the current minimum side yard setback in the R2, R3, R4 and R5 Zoning Districts is 19 feet compared to 100 feet in the R1 District with no apparent justification. Mr. Miller reviewed other setbacks and applicable standards with the Members. He encouraged the Plan Commission/Zoning Board of Appeals to make findings that the requested Zoning Text Amendments are beneficial, and not detrimental, to the development of the Village and to the development of schools and medical facilities in the Village. He further testified that the amendments are consistent with the intent of the Zoning Ordinance given that any new school would require a conditional use permit. Mr. Miller also testified that in the R1 Zoning District, Table 2 Standards applicable to Any School are also applicable to "Health/Medical Use" and recommended consistency in the application of Table 2 "Any Health/Medical Use" that the standards for any Health/Medical Use be changed in the R2, R3, R4 and R5 Zoning Districts.

**Public Comments:** Chairman Fosness opened the hearing to public comment. There being no one present to offer public comment Chairman Fosness closed the meeting to public comment.

**Member Discussion and Comments:**

Member questions included clarification between Table 2 presented with the Zoning Application and the exhibits presented. Mr. Miller stated Table 2, attached to the zoning application, is consistent with the Exhibit 2 presented to illustrate the significant difference between the R1 setback requirements and those associated with the R2, R3, R4 and R5 Zoning District. A Member questioned why the request was brought forth? Mr. Miller stated that Robert Crown Grade School is presently zoned R1, and presently does not meet the current R1 Zoning setbacks. He stated, the amendments would bring the existing building into zoning conformance, while allowing greater flexibility in locating any future additions to prolong the use of the existing school to serve the community. Member discussion included a question whether any new schools are likely to be built. Mr. Miller stated any new school site proposed in the Village by the School District would need to receive a Zoning Conditional Use Permit from the Village including the appropriate public hearing.

There being no further questions or discussion Chairman Fosness asked for a favorable motion to recommend approval of the requested Zoning Text Amendments. A motion was made by Member Brad Mayer, second by Member Cliff Babbey to recommend favorable approval of the requested Zoning Text Amendments. There was no further discussion, and Chairman Fosness asked for a roll call vote.

Roll call vote.

	AYE	NAY	Absent
Cliff Babbey	X		
Dave Jakubek	X		
Jeff Lockhart			X
Frank Lahrman	X		
Brad Mayer	X		
Ricardo Vega	X		
Rob Fosness, Chairman	X		

The motion was approved.

Chairman Fosness requested Director Miller and Attorney Karlovics to prepare written Findings of Fact and Recommendations for the Plan Commission/ZBA review at their next meeting.

**ANNOUNCEMENTS:**

Director Miller asked the Members whether they are available to meet on March 23, 2016 versus March 16<sup>th</sup>, and all present had no objection.

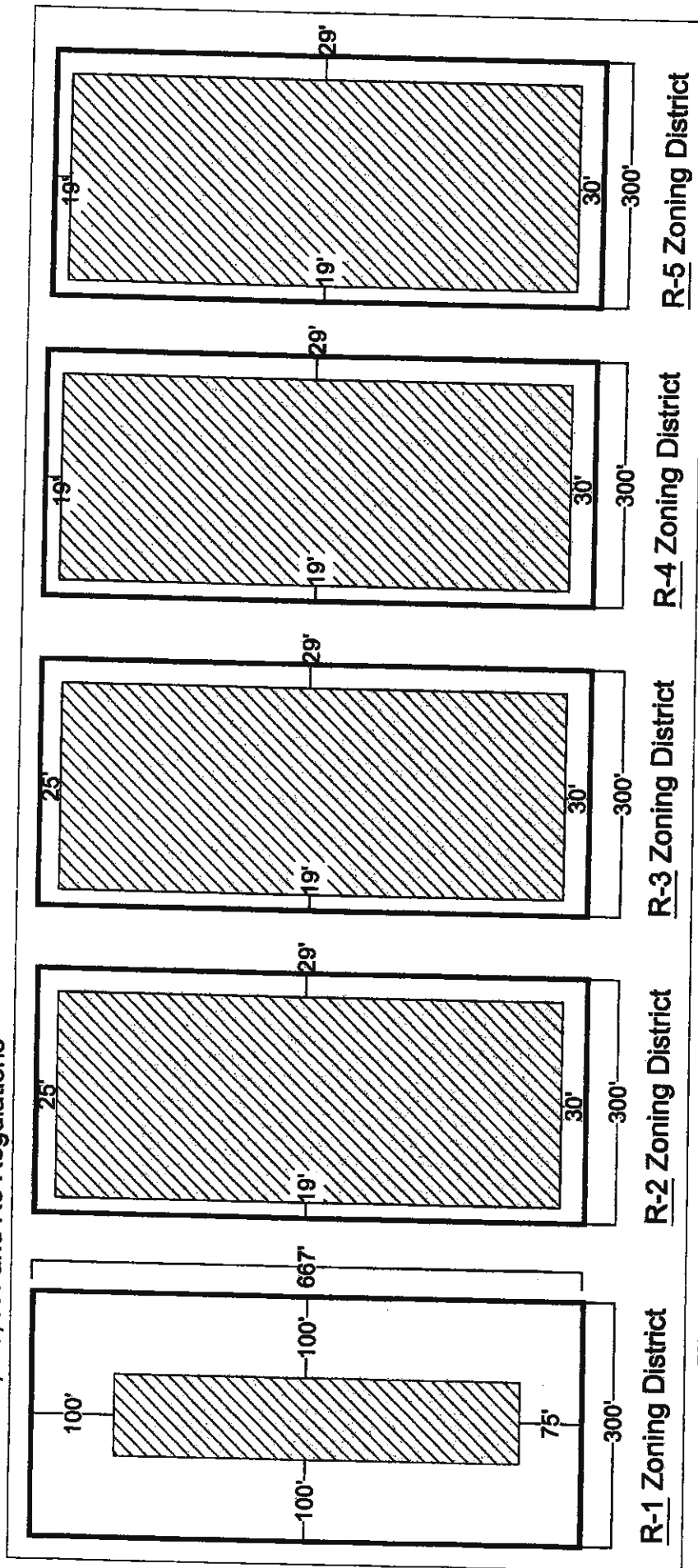
**ADJOURNMENT:**

A motion to adjourn was made by Member Brad Mayer, and seconded by Member Dave Jakubek to adjourn the meeting. Chairman Fosness called for a voice vote, and all Members present voted in favor, none were opposed. The meeting adjourned at 8:00 pm.

Any Permitted School							Proposed R1 Standards *
Requirement	R1	R2	R3	R4	R5		
Minimum Lot Area	200,000 sq. ft.	200,000 sq. ft.	200,000 sq. ft.	200,000 sq. ft.	200,000 sq. ft.		no change
Minimum Lot Width	300'	300'	300'	300'	300'		no change
Minimum Front Setback	75'	30'	30'	30'	30'		50'
Minimum Rear Setback	100'	25'	25'	19'	19'		50'
Minimum Side Setback	100'	19'	19'	19'	19'		25'
Minimum Total Side Setback	200'	48'	48'	48'	48'		50'
Min. Abutting a Street	75'	30'	30'	30'	30'		50'
Maximum Lot Coverage	10%	30%	30%	30%	30%		20%
Maximum Floor Area	na	40%	40%	40%	50%		no change
Max. Height Principal Bldg.	35'	40'	40'	40'	40'		no change
Max. Number of Stories	2.5	3	3	3	3		no change
Max. Height Accessory Bldg.	20'	20'	20'	20'	20'		no change
* Proposed Standards for Any Permitted School in the R1 Zoning District							

EXHIBIT 2  
page 1 of 2

Table 2 Lot Area, Yard and Bulk Regulation - "Any Permitted School or Health/Medical Use" Comparison of R-1 Zoning District to R2, R3, R4 and R5 Regulations



Requirement	Any Permitted School					Proposed R1 Standards *
	R1	R2	R3	R4	R5	
Minimum Lot Area	200,000 sq. ft.	200,000 sq. ft.	200,000 sq. ft.	200,000 sq. ft.	200,000 sq. ft.	200,000 sq. ft.
Minimum Lot Width	300'	300'	300'	300'	300'	300'
Minimum Front Setback	75'	30'	30'	30'	30'	30'
Minimum Rear Setback	100'	25'	25'	19'	19'	50'
Minimum Side Setback	100'	19'	19'	19'	19'	25'
Minimum Total Side Setback	200'	48'	48'	48'	48'	50'
Min. Abutting a Street	75'	30'	30'	30'	30'	50'

\* Proposed Standards for Any Permitted School in the R1 Zoning District along with proposed Standards for Any Permitted Health/Medical Use in the R2, R3, R4 & R5 Districts

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## AGENDA SUPPLEMENT

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**TO:** Mayor Bart and Village Board

**FROM:** Brad C. Fink, Director of Public Works

**FOR:** April 5, 2016 Regular Village Board Meeting

**RE:** Staff Recommendation to Award a Contract to Homer Tree Care, Inc. in an Amount not-to-exceed \$13,600 for the 2016 Curbside Brush Collection Program

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**Background.** Last year staff requested proposals from three companies to perform the Village's residential brush collection. Homer Tree Care, Inc. provided the lowest price to perform the work, which was \$20,890 less than the previous year's contract. The program includes two collections for the year, one week in the spring and one in the fall.

**Analysis.** Homer Tree Care, Inc. has submitted the attached contract renewal for the 2016 Residential Brush Collection. The proposed contract renewal reflects a 0% cost increase from last year. Homer Tree Care, Inc. is a local company and provided excellent service in 2015. Staff recommends approving the contract renewal for the 2016 residential brush collection.

Homer Tree Care, Inc. has successfully provided tree trimming and brush removal services for Barrington and Mt. Prospect for the past 5 years. If approved, the 2016 Brush Pick-up will be held the weeks of May 16<sup>th</sup> and October 17<sup>th</sup>.

**Action Requested.** Staff requests Village Board approval of a contract with Homer Tree Care, Inc. in an amount not-to-exceed \$13,600 for the 2016 Curbside Brush Collection Program.





305 S. Rand Road, Wauconda, IL 60084 Phone: 847-526-0858 Fax: 847-526-0733 [www.homertree.com](http://www.homertree.com)

March 21, 2016

Village of Wauconda  
Public Works Department  
302 Slocum Lake Rd.  
Wauconda, IL 60084

To Alex J. Pryde:

Thank you for the opportunity to bid on Wauconda brush removal. We are pleased to submit the same pricing from 2015. Below is the breakout of prices from Homer Tree Care. If you have any questions or concerns regarding our bid, please call our office at 847/526-0858. We have included a per hour price, along with our price per week of brush removal. If you have any questions, please do not hesitate to contact us.

- \$170.00 per hour (Time & Material)
- 2 Men – 1 Loader / 1 Laborer
- 40 Hours = \$6,800.00 at 8 hours per day x 2 times per year = \$13,600.00 Total
- May (Spring) October (Fall)

Sincerely,

John Schiemann  
Certified Arborist  
Homer Tree Care, Inc.



305 S. RAND ROAD, WAUCONDA, IL 60084  
PHONE: 847-526-0858 FAX: 847-526-0733 www.homertree.com



## PROPOSAL

**Date:** 3/21/2016

**Job Name:** 101717

**Village of Wauconda**  
**Chris Esvang**  
**302 Slocum Lake Rd.**  
**Wauconda, IL 60084**

**Work Site:** 302 Slocum Lake Rd.  
Wauconda, IL 60084

**Proposed By:** John Schiemann

**Email:**

**Mobile:** (847) 815-9740

#	Item	Description	Qty	Cost
0		Brush Removal \$170.00 per hour (Time & Material) 2 Men - 1 Loader / 1 Laborer 40 Hours = \$6,800.00 at 8 hours per day x 2 times per year = \$13,600.00 Total  2 time per year = May (Spring) October (Fall)	0	\$6,800.00

\_\_\_\_\_  
**Customer Signature**

\_\_\_\_\_  
**Date**

Your signature is required prior to the start of any work and indicates acceptance of the terms & conditions on the reverse side of this document. All normal work operations to be performed according to ANSI A-300 standards.  
NOTE: ALL WORK TO BE PAID UPON COMPLETION.

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## AGENDA SUPPLEMENT

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**TO: Mayor Bart and Village Board**

**FROM: Brad C. Fink, Director of Public Works**

**FOR: April 5, 2016 Regular Village Board Meeting**

**RE: Staff Request to Waive the Bidding Process and Award a Three-Year Contract to Eric's Lawn Maintenance, Inc. of Wauconda at the Same Unit Prices as the Prior Contract**

---

**Background.** The Village currently contracts Eric's Lawn Maintenance, Inc. to provide landscape maintenance for thirty one (31) locations throughout the Village. The locations are made up of Village owned properties, vacant right-of-ways, Village facilities, and a couple of IDOT right-of-ways. Eric's Lawn Maintenance, Inc. of Wauconda has been providing this service since 2005. The Village's three-year contract expired at the conclusion of the 2015 season.

**Analysis.** In March, Eric's Lawn Maintenance, Inc. submitted the attached three-year contract renewal for the 2016, 2017, and 2108 landscape maintenance. The proposed contract renewal reflects a 0% cost increase from last year. In fact, Eric's Lawn Maintenance, Inc. has never requested an increase in price. Eric's Lawn Maintenance, Inc. has provided excellent service to the Village since 2005. Staff recommends approving the proposed three-year contract renewal for contractual landscape maintenance.

**Action Requested.** Motion to waive the competitive bidding procedure and award the three-year contract renewal for the Village of Wauconda Contractual Landscape maintenance to Eric's Lawn Maintenance.



25973 W. Elmwood Avenue  
Wauconda, IL 60084  
847 487-7775

November 3, 2015

Village of Wauconda  
Public Works  
302 Slocum Lake Road  
Wauconda, IL. 60084

Our contract for lawn maintenance with the village is in its final year. We would like to take this time to extend our contract with the village for another 3 years, for the 2016, 2017 & 2018 season. Our rates will remain the same as in 2005. We will not increase our rates. If this approved, sign the bottom of this page and return to us.

Eric's Lawn Maintenance, Inc.

PRESIDENT

WE, The Village of Wauconda, would like to extend our contract with Eric's Lawn Maintenance, Inc. for lawn maintenance for 3 more years, 2016, 2017 & 2018. We understand there will be no rate increase for 3 years.

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

**VILLAGE OF WAUCONDA  
2005-2006-2007 MOWING SEASONS  
LOCATIONS & ADDRESSES**

**Quote Submitted By:**

**Name:** Eric's Lawn Maintenance, Inc.

**Address:** 25973 W. Elmwood Ave. Wauconda, IL 60084

**Telephone #:** 847-487-7775 office 630-675 2896 Cell

**Contact Person:** Eric Coleman

All mowing is weekly unless denoted otherwise. All mowing billing will be submitted monthly. This billing will denote mowing dates and locations.

The Village reserves the right to tell you when to cut and when not to cut.

101 N. Main St. - Village Hall	\$ <u>15.00</u>	Per Cut
100 Main St. - Citizen Activity Center	\$ <u>10.00</u>	Per Cut
311 S. Main St. - Police Station	\$ <u>10.00</u>	Per Cut
339 S. Main St	\$ <u>30.00</u>	Per Cut
Detention Basin - Rt. 12 on ramp from Slocum Lake Rd	\$ <u>75.00</u>	Per Cut
Detention Basin - Pine St. & Farmhill Cir.	\$ <u>70.00</u>	Per Cut
Detention Basin - North Main South of Kerry Lane	\$ <u>15.00</u>	Per Cut
Detention Basin - End of Hollow Hill	\$ <u>30.00</u>	Per Cut
Detention Basin - Monroe Storm Lift	\$ <u>20.00</u>	Per Cut
Detention Basin - Grand Blvd. south of Bonner	\$ <u>15.00</u>	Per Cut
Guardrail - Slocum Lake Rd	\$ <u>10.00</u>	Per Cut
Guardrail - Main St. across from Garland Rd.	\$ <u>60.00</u>	Per Cut
Guardrail - Gossell Rd. across from townhomes	\$ <u>65.00</u>	Per Cut
Spillway - Jackson & Sheridan	\$ <u>15.00</u>	Per Cut
Lot on Kimball (to detention basin on High St)	\$ <u>10.00</u>	Per Cut
Rt. 12 & 176 - 4 grass areas at interchange	\$ <u>100.00</u>	Per Cut
Rt. 176 & Main St - SE Corner	\$ <u>20.00</u>	Per Cut
Well # 4 - Barbara Lane	\$ <u>20.00</u>	Per Cut
Well # 5 - Lake Shore Blvd.	\$ <u>20.00</u>	Per Cut
Well # 6 - Slocum Lake Rd.	\$ <u>25.00</u>	Per Cut
Well # 9 - Gilmer Rd.	\$ <u>80.00</u>	Per Cut
Lift # 3 Generator - Ridge St.	\$ <u>10.00</u>	Per Cut
Lift # 15 - Anderson Rd.	\$ <u>10.00</u>	Per Cut
Lift # 8 - Callahan Rd.	\$ <u>15.00</u>	Per Cut
Lift # 10 - Garland Rd.	\$ <u>15.00</u>	Per Cut
302 Slocum Lake Rd - PW & Treatment Plant	\$ <u>200.00</u>	Per Cut

[REDACTED]  
[REDACTED]  
Rt. 176 from Skyhill to Delia

Every 2 weeks

Sunnyside & Clearview

Every 2 weeks

Anderson Rd. (176 to Meadowview)

Every 2 Weeks

Hardwood Mulch, Delivery & Labor

[REDACTED]  
\$ 35.00 Per Cut

\$ 10.00 Per Cut

\$ 40.00 Per Cut

\$ 50.00 a yard

Pricing to include Spring and Fall Clean-up

Pricing to include bush trimming at Village Hall & Police Station

TOTAL - 1240 <sup>00</sup>

**VILLAGE OF WAUCONDA  
2005-2007 MOWING SEASONS  
ADDITIONAL LOCATIONS**

1285 Karl Ct.	\$ 15.00	Per Cut
1438 Roxbury Ln.	\$ 15.00	Per Cut

All litter and debris must be picked up prior to mowing.

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## AGENDA SUPPLEMENT

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**TO: Mayor Bart and Village Board**

**FROM: Douglas K. Maxeiner, Village Administrator**

**FOR: April 5, 2016 Regular Village Board Meeting**

**RE: Introduction of the FY 2016/17 Operating Budget and Five-Year Capital Improvement Plan and a Request for Authorization to Proceed with Certain Personnel in the Police Department Budget Proposal**

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At the Village Board meeting on April 5<sup>th</sup>, I will be providing an introduction to the budget proposal for the 2016/17 fiscal year along with a five-year capital improvements plan. Copies of both documents will be distributed at the meeting. The plan is to provide an introduction at this meeting, allow for the Board to digest the materials over the following two weeks, and request approval of the proposal or amended proposal on April 19<sup>th</sup> prior to the start of the fiscal year. An appropriation ordinance based on the budget will be prepared once the budget is approved.

Included in the budget proposal are personnel adjustments in the Police Department relevant to the consolidated dispatch agreement with Lake Zurich on which staff is requesting early authorization. Gaining approval from the Board for these items now will allow staff to post the positions and complete the selection process with sufficient lead time prior to the planned cutover of dispatch services on May 11<sup>th</sup> to make the transition as seamless as possible.

The personnel additions are as follow:

- 1) The addition of a Clerical Support Services position in the Police Department (part-time 0.50 full-time equivalent) budgeted at \$17 per hour (approximately \$22,000 salary and benefits annually) directly attributable to consolidated dispatch.
- 2) The addition of a Community Services Officers (CSO) in the Police Department (part-time 0.50 full-time equivalent) budgeted at \$17 per hour (approximately \$22,000 salary and benefits annually) directly attributable to consolidated dispatch.



- 3) The addition of an Administrative Assistant (full-time 1.0 full time equivalent) budgeted at \$52,500 for wages (approximately \$80,000 with wages and benefits) for succession planning purposes. This position, while complimentary to the two positions above, has been contemplated for three years but was not implemented due to budget constraints.

The budget proposal, including the three personnel additions listed above, is balanced when taking into consideration the re-appropriation of funds for projects budgeted in the prior year but which were not completed.